

The Van Sant System
3 of 3
Touch Typewriting.

SMITH PREMIER.

COMMERCIAL CORRESPONDENCE SCHOOLS,
ROCHESTER, N. Y., U. S. A.

The Van Sant System
3 of 3
Touch Typewriting.

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DIRECTIONS FOR USING THE LESSONS.

The student's position at the machine should be easy and erect, with both feet on the floor under the machine. The chair should be placed just far enough from the machine to allow the elbows to hang easily at the sides when the small fingers are resting on the lower-case "a" and the semicolon.

While it is an advantage to have a machine with a blank keyboard in learning to write by touch, it is not essential. A person may become a touch writer by practice on a lettered keyboard, while one using a blank keyboard may become a sight writer unless care is used to avoid forming the habit of looking at the keys. A diagram of the keyboard is placed at the top of each of the first twelve lessons. The student should learn to look at the keyboard diagram when it is necessary to locate letters, instead of looking at the letters on the machine. The student should cultivate the habit of thinking where the keys are instead of looking for them. Thought is quicker than vision, and touch typewriting transfers much of the work from the eyes to the thinking powers of the brain.

To make the most rapid progress the first efforts must be for accuracy, without any attempt to gain speed. Every page of practice work should be made without errors. If this can not be done the first time, the page should be rewritten until it is produced without errors. A model practice page follows this introduction, showing how the work should be arranged. This arrangement will not only cultivate neatness and accuracy in the student, but will enable the teacher to detect errors at a glance.

Read the directions in each lesson carefully before trying to write the exercises.

Until after the completion of the seventh lesson, the student should avoid writing anything except the words given. General matter may then be copied slowly, provided it can be written without errors. The practice on the remaining lessons and business forms may be continued in connection with other work.

The lessons include numerous finger exercises, which strengthen the fingers and tend to produce accuracy as well as speed. Habits of inaccuracy may be overcome by careful and correct finger practice.

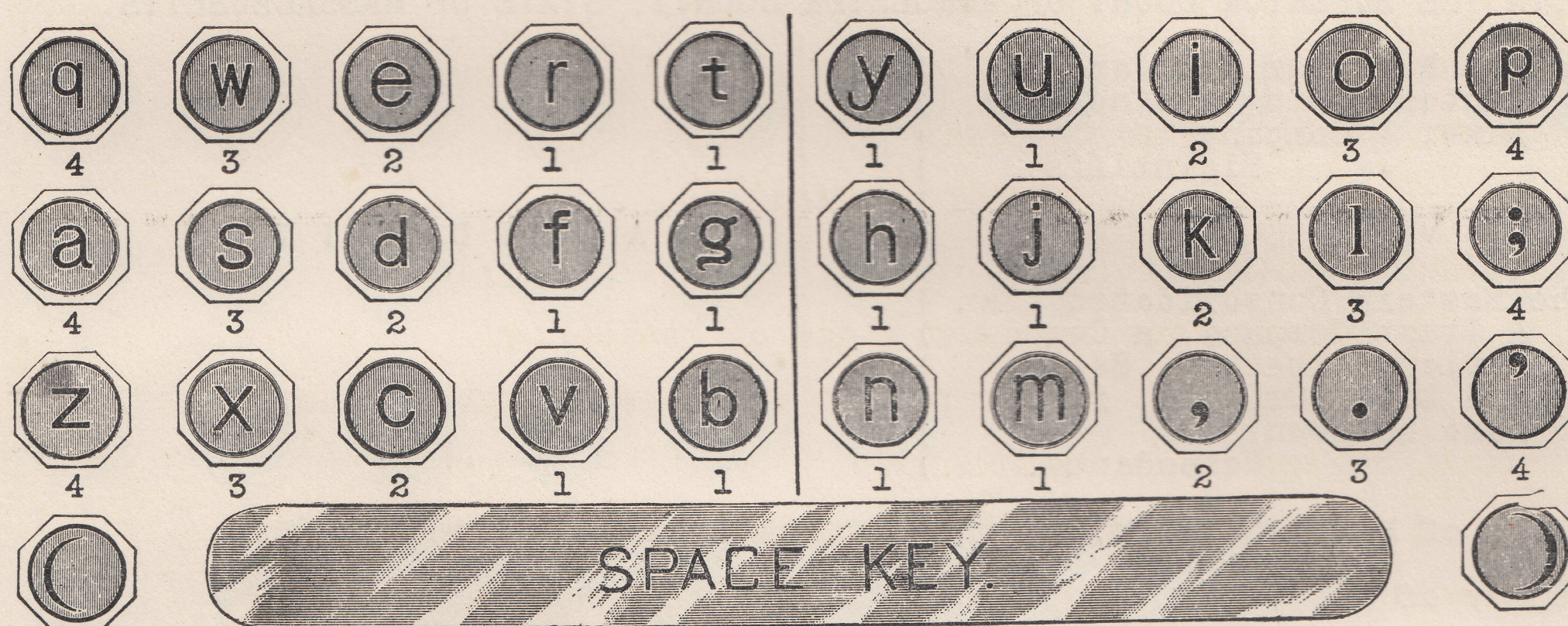
Teachers should use their discretion as to the amount of practice required on the lessons. If the time allowed the students for typewriting practice is short the amount of work required after the first four lessons can be reduced by having fewer lines of each word written. The lesson on double letters, and also the one on right- and left-hand exercises may be omitted if the student does not seem to need the special practice provided in these lessons. However, they are valuable, and if time permits should be written.

In conducting the first lesson the teacher should instruct the student or class as to the method of inserting the paper, returning the carriage, etc. Students should then be directed to place the small fingers on "a" and the semicolon, and the teacher should call the letters and spacing, the class writing together, and at the end of the line returning the carriage at a given signal. This plan prevents the students starting their practice too rapidly, and insures an even stroke. After taking the class through the first few words of the lesson in this way students may be allowed to practice alone, the teacher watching to see that they do not write too rapidly.

The teacher should also see that from the beginning both thumbs are used on the spacer. The stroke should be strong enough to make a clear impression of each letter. Evenness of stroke should be cultivated in all the finger practice.

Students should keep the type of the machine clean, so that each character will make a clear, sharp outline.

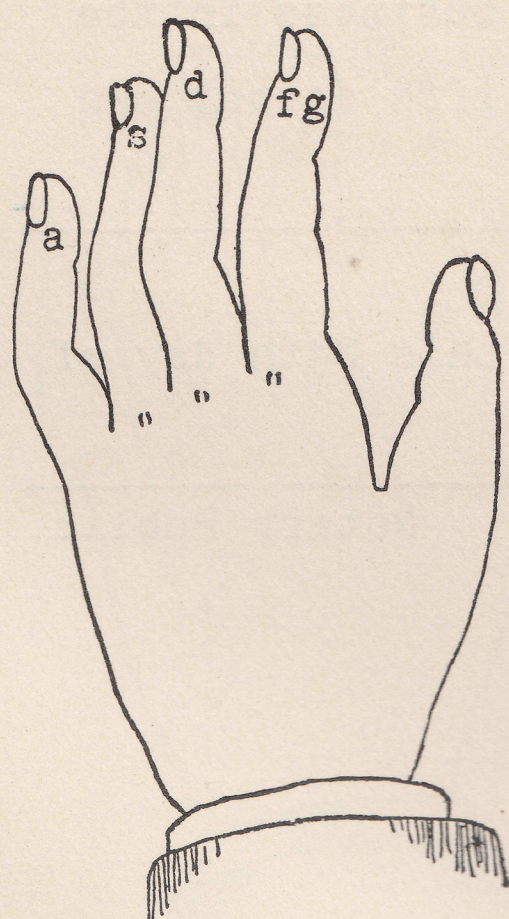
Students should not be allowed to make any erasures on the practice work provided in these lessons.



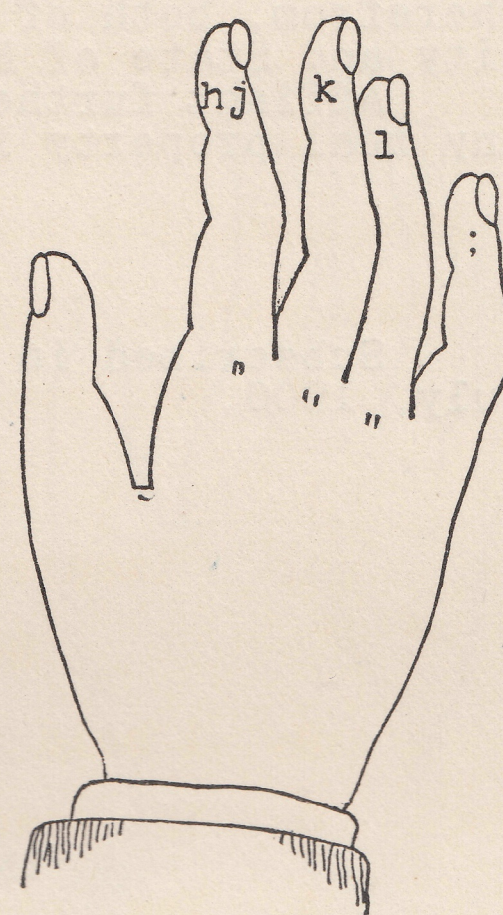
THE VAN SANT SYSTEM OF TOUCH TYPEWRITING.

S M I T H P R E M I E R .

LESSON I.



This lesson embraces the letters in the middle row of keys, beginning with "a" and ending with the semicolon. In writing do not look at the keyboard of the machine, but locate the letters by referring to the keyboard diagram. The letters on the fingers show which each must strike, and the figures beneath the letters on the keyboard diagram also indicate the finger to be used. The first finger of each hand is used on two letters in this row. In striking "g" and "h" do not change the position of the hands, but let the first fingers glide to these letters by separating them from the other fingers.

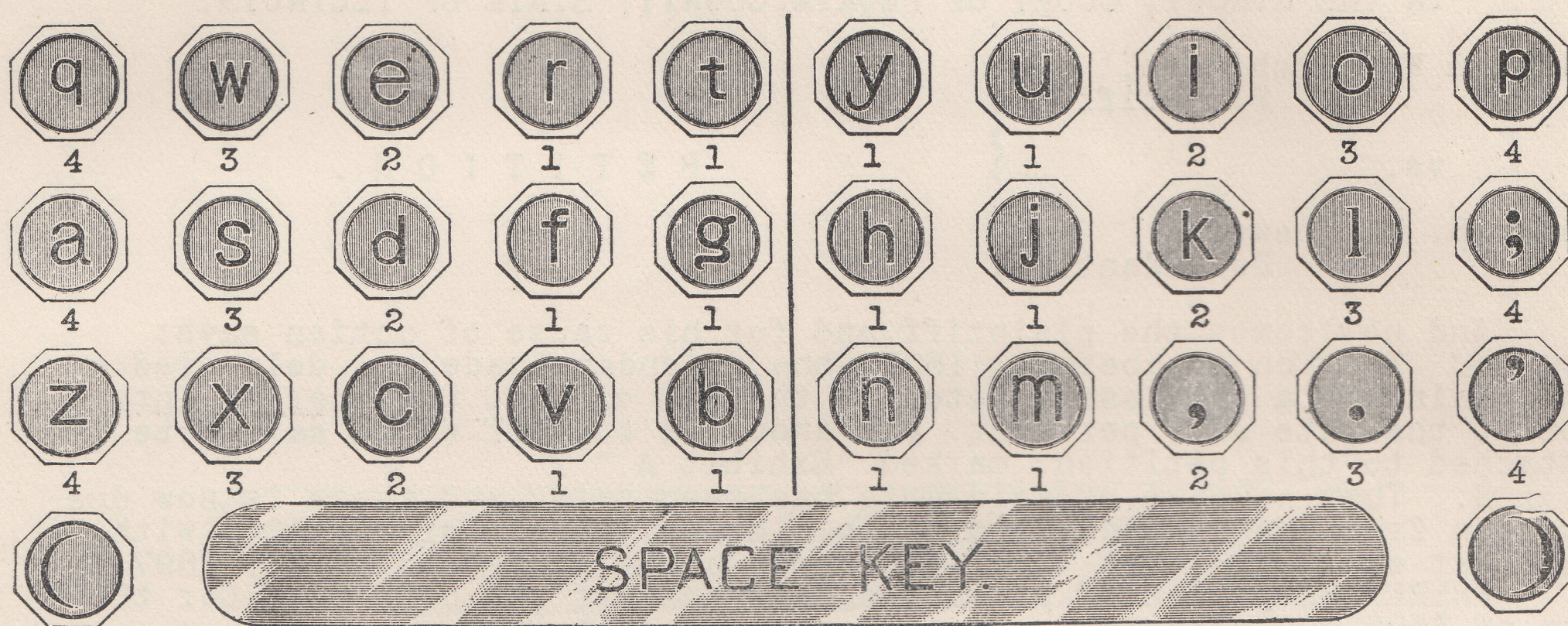


Space with the right thumb if a word ends with a letter on the left side of the keyboard, and with the left thumb if a word ends with a letter on the right side.

To learn the location of the letters used in this lesson write five lines of the letters in the row, beginning at the left and spacing after "g" with the right thumb and after the semicolon with the left thumb. Always keep the small fingers resting on "a" and the semicolon, which are to be used as guide letters. In practicing the following words, write down the columns, making as many lines of each word as there are letters in the word. Write slowly and with an even touch, making each impression, however, with a firm, quick stroke.

EXERCISE.

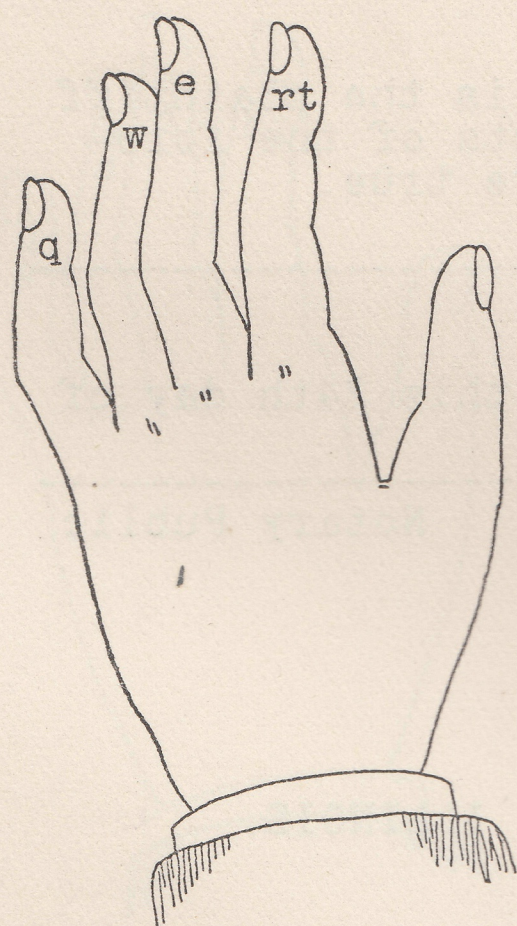
as	alas	sash	salad	flask	gash	half
ask	all	shad	dash	flag	gala	hall
ash	alfalfa	shall	fad	gall	gaff	lad
add	sad	slash	fall	glad	glass	lass
ah	sag	slag	flash	gas	had	lash



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S M I T H P R E M I E R .

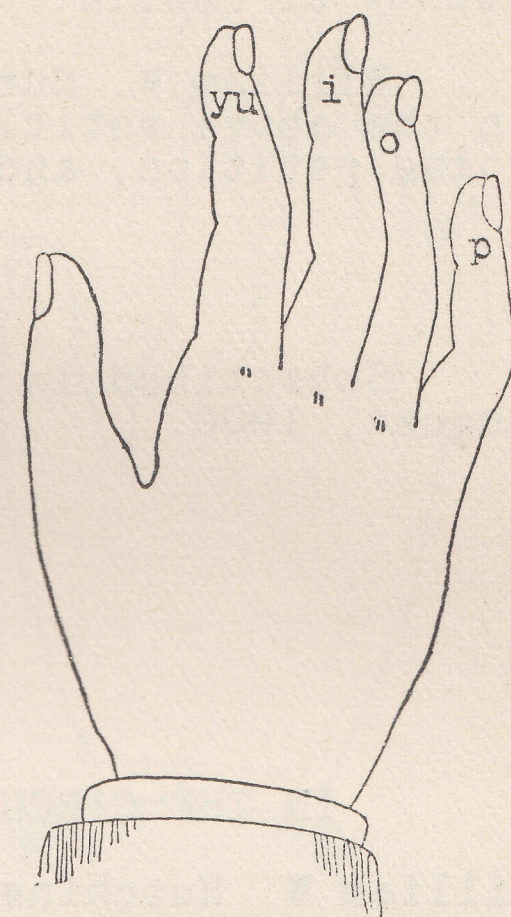
LESSON II.



The words in this lesson are written with letters in the row of keys beginning with "q" and ending with "p." As directed in the first lesson, keep the small fingers on "a" and the semicolon when not in use in striking other letters.

Always strike the letters with the fingers indicated in the diagrams of the hands. Space with the right thumb when the preceding letter is struck with a finger of the left hand, and with the left thumb when the preceding letter is struck with a finger of the right hand.

To fix in mind the location of the letters used in this lesson write five lines of the letters



in the row, beginning at the left and spacing after "t" with the right thumb and after "p" with the left thumb. Do not look at the keyboard except to place the small fingers on the guide letters; learn to think where the letters are. Write slowly and with an even stroke. Strive to write every page of practice work without errors. Write as many lines of each of the words below as there are letters in the word.

EXERCISE.

quit
quite
quiet
quire
query
queer
we
were
weep

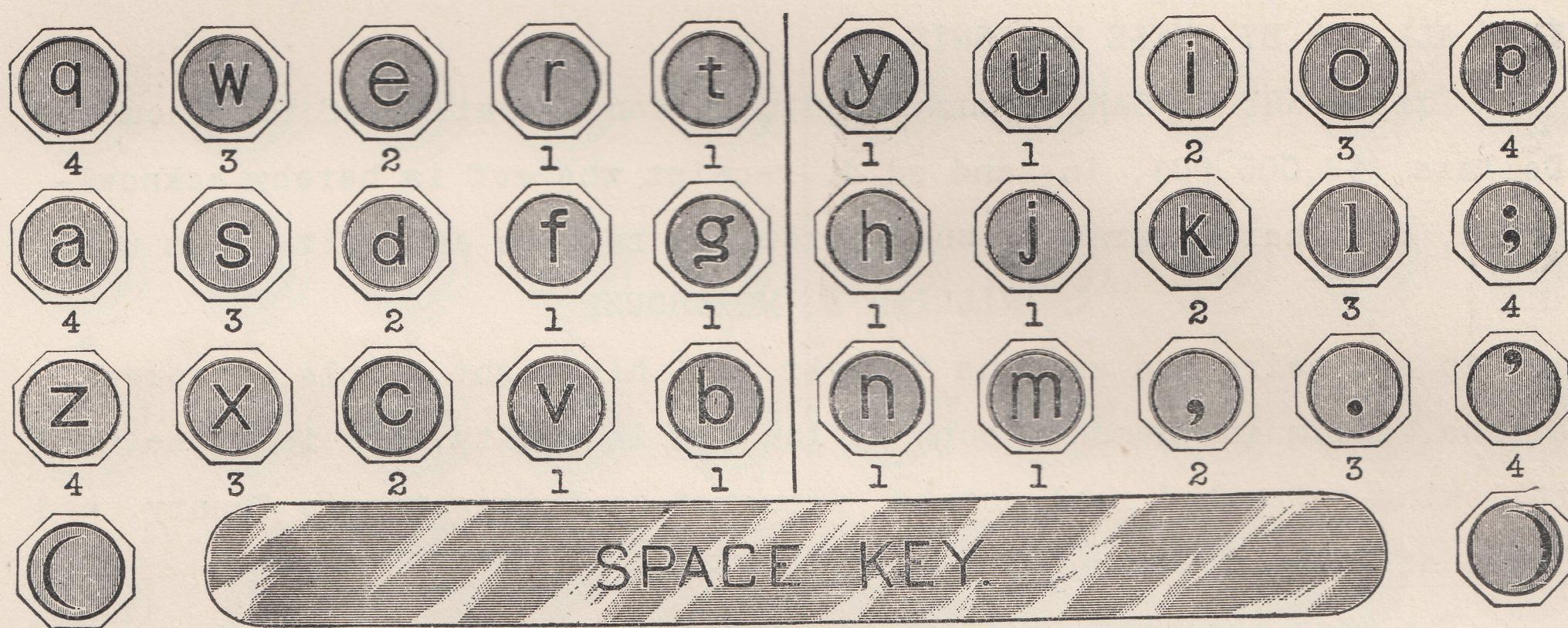
write
witty
wire
wore
equip
ere
err
etiquette
require

ripe
rope
rote
row
territory
tree
try
trip
true

tyro
type
tire
tore
ye
you
your
utter
up

upper
it
owe
ore
out
pour
peer
pewter
pretty

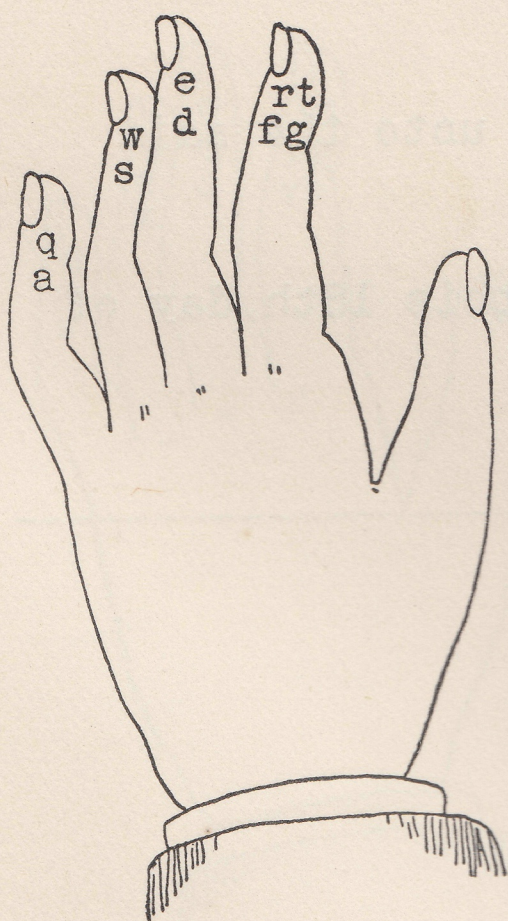
proper
property
propriety
put
pier
pity
pipe
power
pottery



THE VAN SANT SYSTEM OF TOUCH TYPEWRITING.

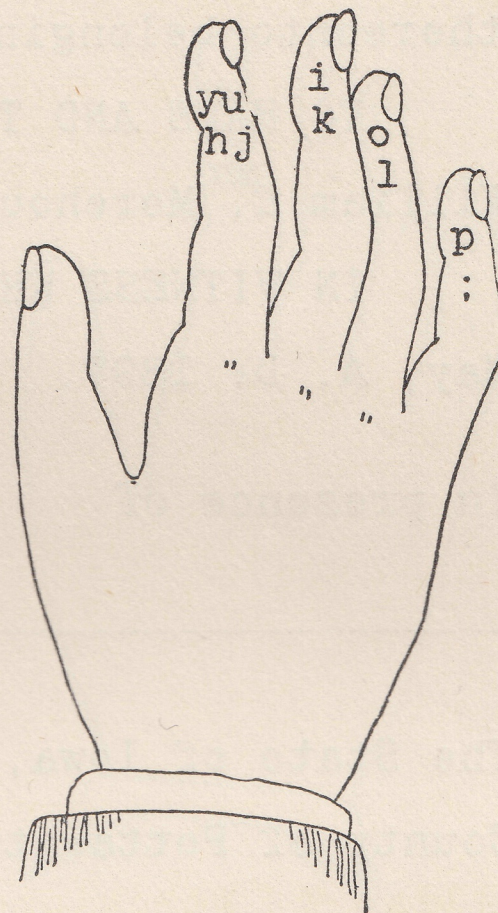
SMITH PREMIER.

LESSON III.



In the previous lessons separate exercises have been given on the second and third rows of keys. This lesson is designed to give practice on words containing letters in both rows. The fingering and spacing in this and all succeeding lessons should be strictly in accordance with the directions heretofore given, the small fingers resting on "a" and the semicolon.

Write as many lines of each of the following words as there are letters in the word, writing down the columns in the order in which the words are given. Do the work neatly and accurately, making no effort for speed. Strike all letters with a uniform stroke.



EXERCISE.

adieu
adopt
afford
after
arduous
argue
daily
daughter
delay
delight
duty
early
earth
east
elapse

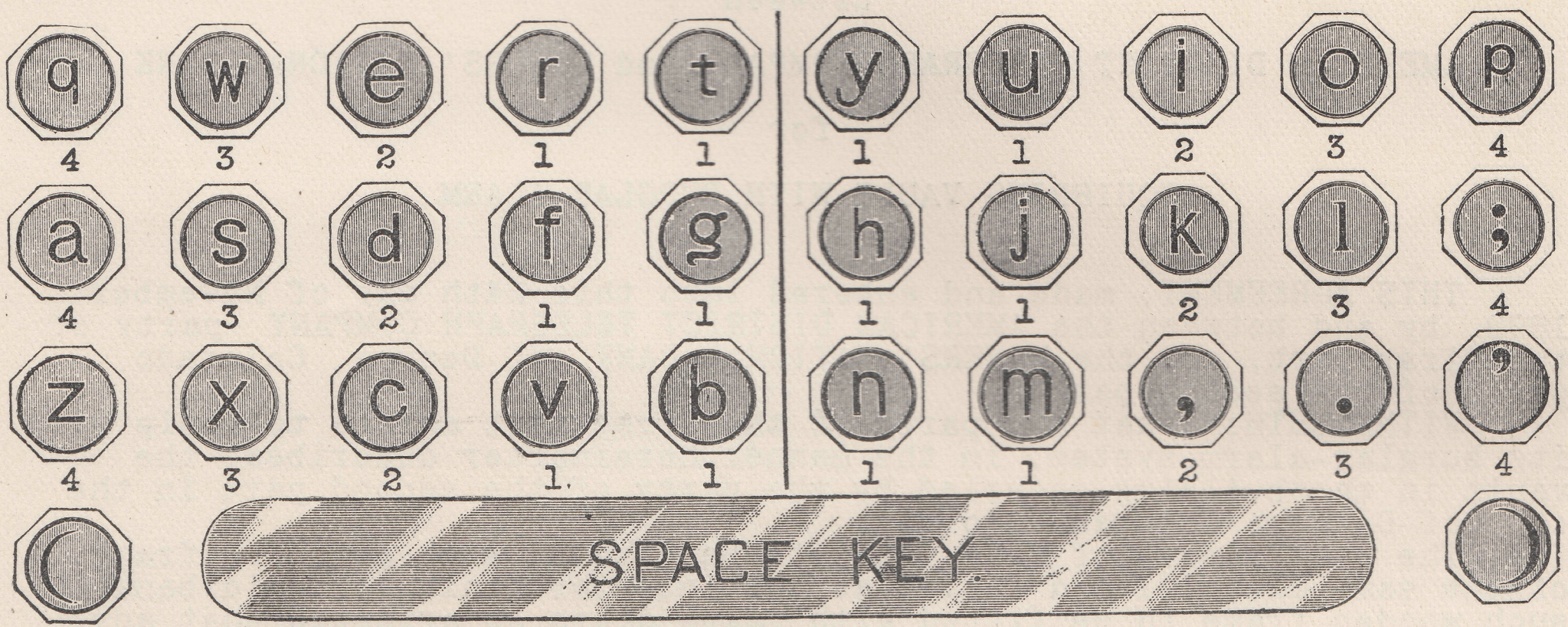
equal
fail
far
fear
four
gale
good
great
hail
hall
haste
hear
hero
hill
high

idea
if
illegal
issue
jar
jolly
just
jury
keep
key
kill
lake
late
last
light

like
lily
oak
oar
offer
opposite
outer
paltry
pastry
pepper
pole
porous
pulley
push
quail

qualify
quarter
quill
raft
rail
roll
southwest
state
statute
supersede
tell
that
the
their
there

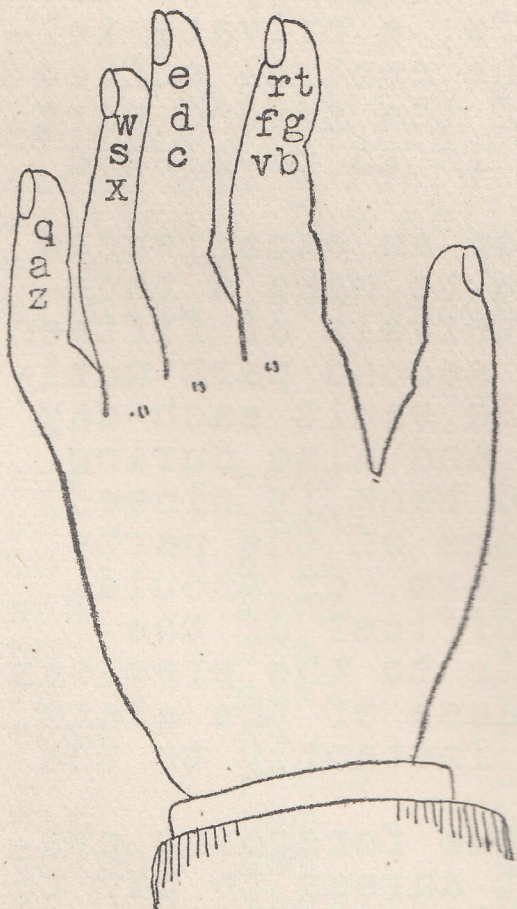
therefore
this
thoroughly
those
through
trial
uphold
useful
usually
was
what
where
yellow
you
youth



THE VAN SANT SYSTEM OF TOUCH TYPEWRITING.

S M I T H P R E M I E R .

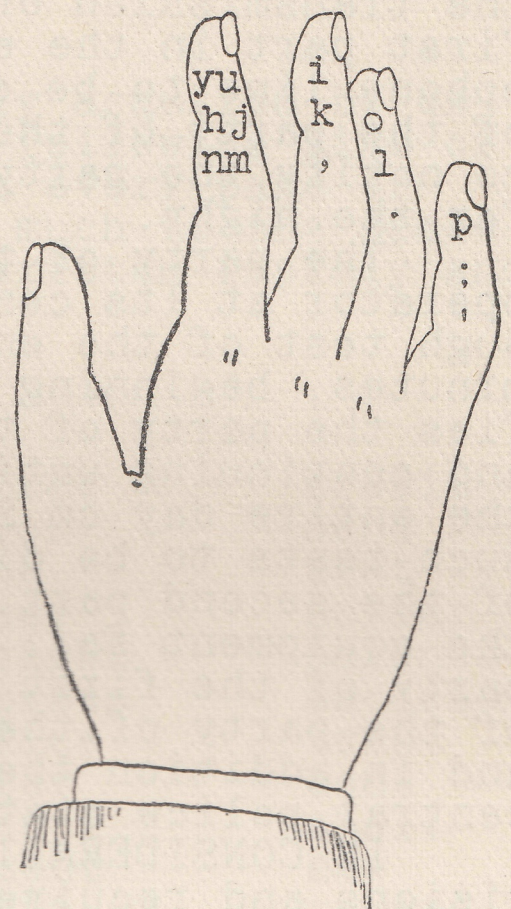
LESSON IV.



As there are no vowels in the lower row of keys, no words can be written with the letters of that row alone. This lesson will give practice on all the lower-case letters.

Strike the keys with the fingers shown in the diagrams, and space with both thumbs as heretofore directed. Keep the small fingers resting on the guide letters, as in previous lessons.

To fix in mind the location of the keys, write five lines of the letters and punctuation-points in the lower row, commencing at the left and spacing after "b" and the apostrophe. Care should be taken to strike the punctuation-points lightly.



Continue the practice on the following exercise until the location of every lower-case letter is fixed in the mind.

EXERCISE.

zeal
zealous
zest
calculate
campaign
complex
compound
condemn
continual
costly
curious
cycle
valiant

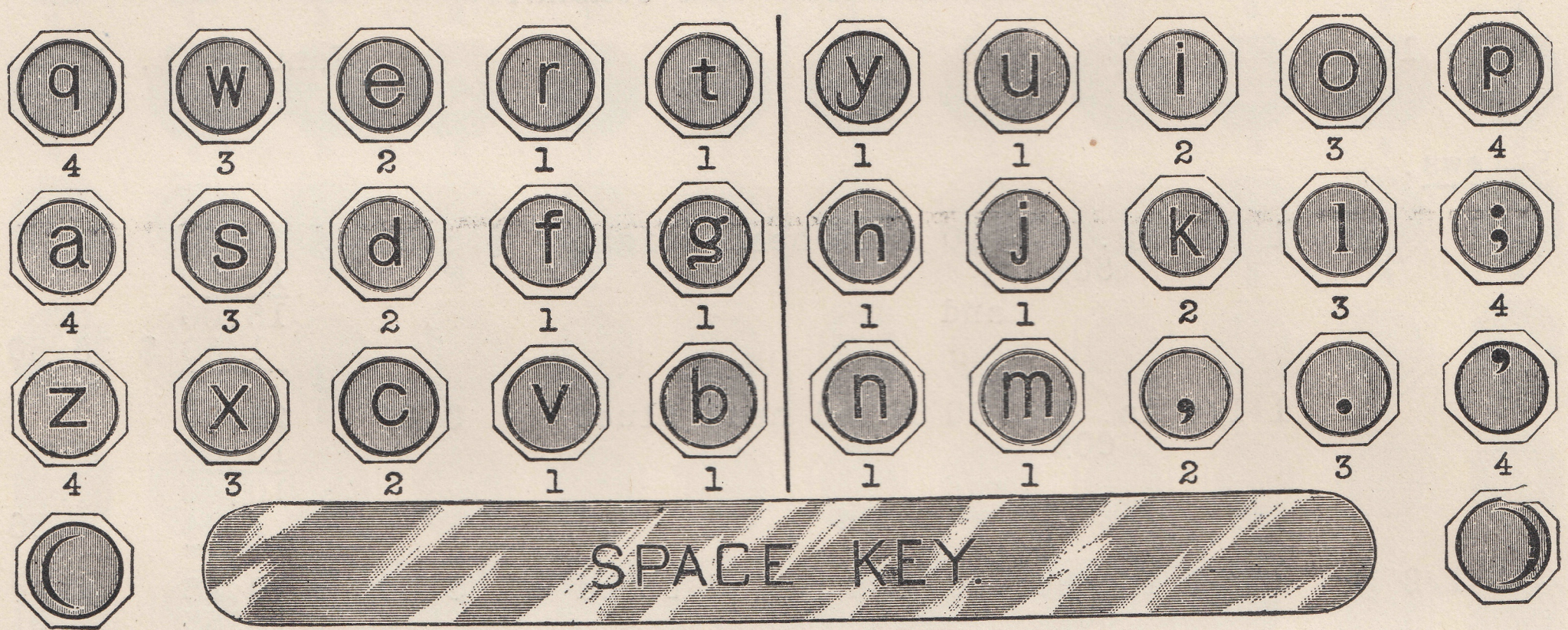
vanish
varnish
voice
voter
backward
become
belief
belong
books
business
busy
navigate
namely

near
neither
nominate
none
number
numerous
marble
mighty
mileage
mines
most
much
active

among
animal
divert
discover
earnings
equalize
examine
exchange
exhibit
find
favor
fixture
given

gone
hazard
human
inform
important
judgment
kindred
land
license
occur
probable
procure
quick

quorum
receive
reflex
seize
sixteen
strong
taxation
tenement
time
watchman
weave
wonder
yacht



THE VAN SANT SYSTEM OF TOUCH TYPEWRITING.

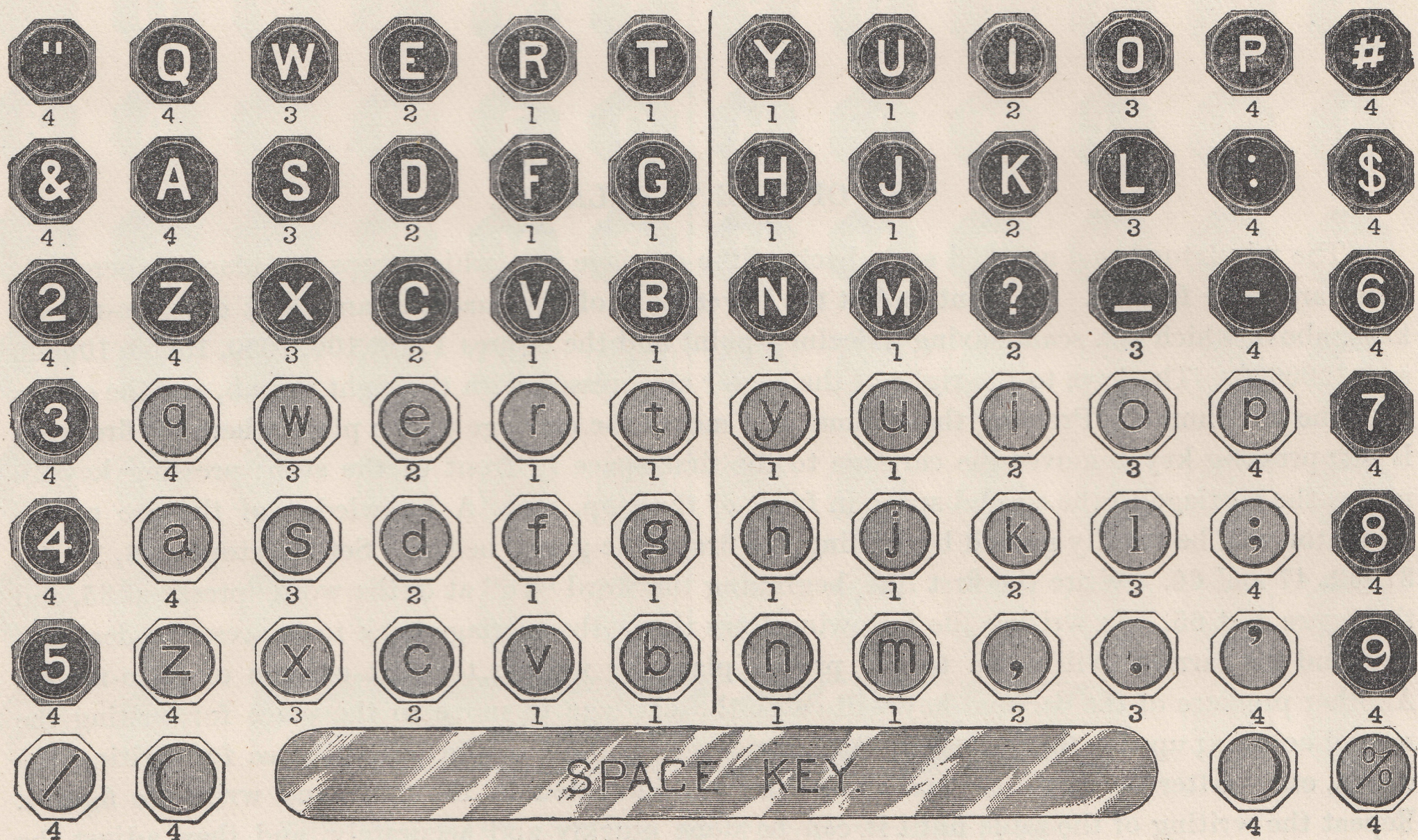
S M I T H P R E M I E R .

LESSON V.

Familiarity with the keyboard can be most readily acquired by extensive practice on frequently recurring words. The following list of about 200 words will make up more than half of almost every page of writing. The ability to write them rapidly will add much to the speed of an operator. Practice each word until it can be written rapidly and with an even stroke.

EXERCISE.

the	were	you	my	liberal	letter	credit
of	been	only	most	being	favor	send
to	will	than	us	certain	bank	sent
and	from	out	now	interest	money	dollar
an	one	very	party	found	freight	balance
in	all	must	every	correct	express	success
that	at	whatever	know	mail	office	trust
it	would	house	often	method	offer	come
was	use	take	during	part	occupy	shall
which	may	such	after	date	recent	saw
as	should	how	case	between	draft	regard
be	them	however	many	she	order	relate
by	any	men	made	year	cash	respect
for	so	her	think	equal	check	account
not	act	herself	vote	infer	answer	wait
he	upon	say	almost	go	telephone	current
have	great	does	among	large	telegraph	register
their	if	though	another	near	telegram	refer
with	our	contain	same	good	wire	accept
his	him	there	justice	heard	electric	receipt
on	more	taken	council	write	railroad	review
but	is	remit	day	room	message	paper
we	when	make	thing	hold	lease	mortgage
or	time	today	up	state	rent	rate
had	where	leave	no	statement	supply	market
they	other	under	last	reply	convenient	stock
are	some	into	give	duly	fell	company
this	said	can	first	expect	enclose	delay
who	those	these	charge	insure	world	perhaps



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S M I T H P R E M I E R .

LESSON VI.

Before writing general matter the location of the capital letters, punctuation-marks, and extra characters must be learned. On the Smith Premier machine the capital letters are in the same relative positions as the small letters, each capital being in the third row and directly above the corresponding small letter. The same fingers should be used on the capitals as on the corresponding small letters. In the early practice on this lesson, it is best to let the finger start from the small letter and reach into the third row above for the capital. A little preliminary practice in striking first the small letter and then the corresponding capital will train the fingers to accuracy. If difficulty is experienced in reaching the capitals by touch the student should turn back to the first lesson and write one line of each word, beginning all words with capitals. If necessary the succeeding lessons may be practiced in this way until the capitals can be written readily.

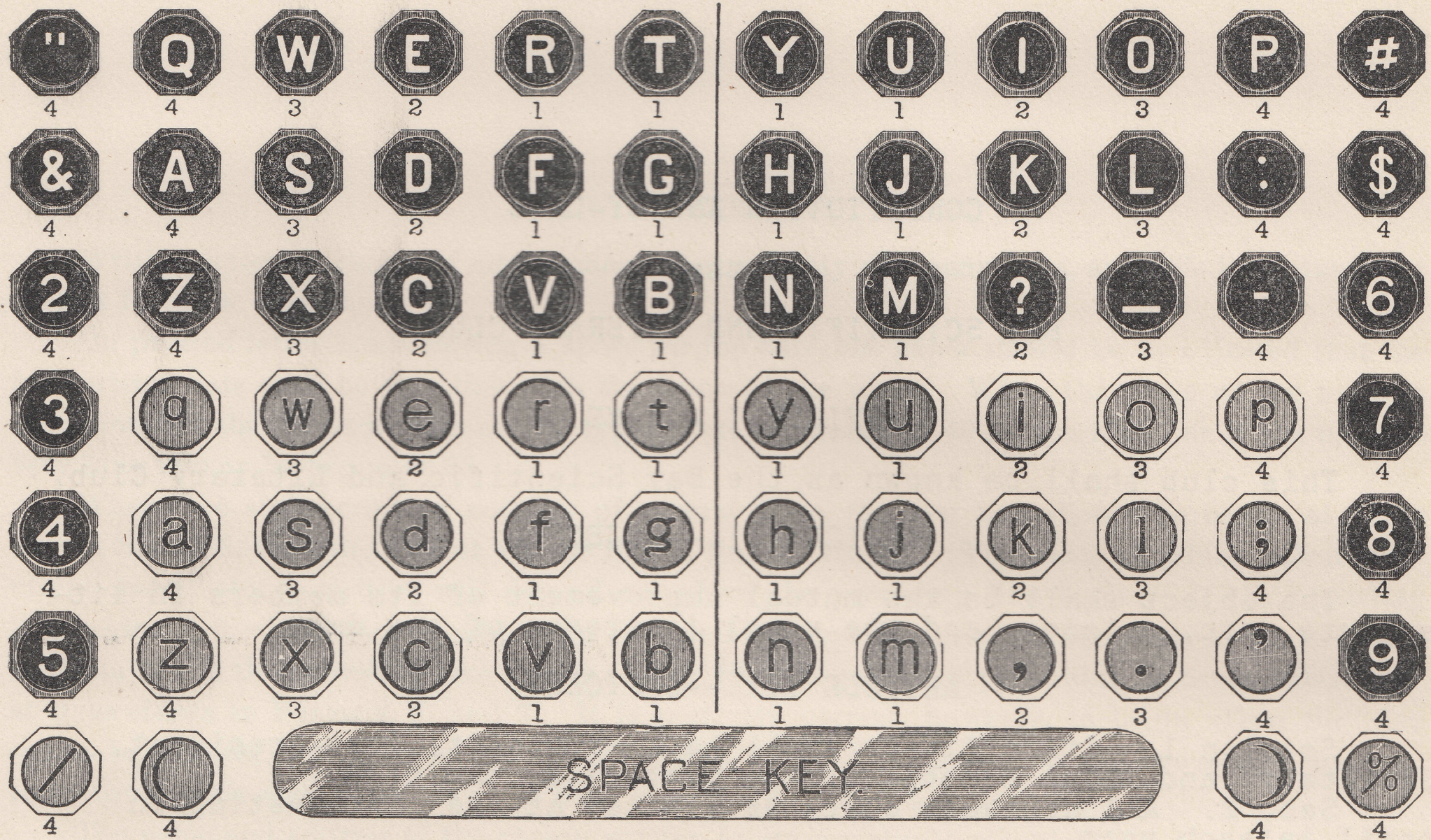
If several words or lines are to be written with capitals, place the small finger of the left hand on the capital "A" and the small finger of the right hand on the colon, and with these as guide letters write the same as if those fingers were resting on the lower case guide letters.

Strike the space-bar twice after a period, interrogation, or exclamation at the close of a sentence, and after a colon when it precedes a sentence beginning with a capital. Space once after a period following an abbreviation or initial and after all punctuation-marks within a sentence. To make the exclamation point, hold down the spacer and strike the apostrophe and period.

EXERCISE.

Albany	Fargo	Knoxville	Quincy	Vandalia
Boston	Galveston	Louisville	Rochester	Washington
Chicago	Hartford	Minneapolis	Syracuse	Xenia
Detroit	Indianapolis	New Orleans	Toledo	Yuma
Erie	Jacksonville	Philadelphia	Utica	Zanesville

American authors: William Cullen Bryant, Oliver Wendell Holmes, James Russell Lowell, John Greenleaf Whittier, Henry Wadsworth Longfellow, Ralph Waldo Emerson, Nathaniel Hawthorne, Washington Irving.



THE VAN SANT SYSTEM OF TOUCH TYPEWRITING

S M I T H P R E M I E R .

LESSON VII.

One of the best ways to gain speed on the typewriter is to practice sentences containing all the letters of the alphabet. Each of the following sentences contains all the letters, and should be written from ten to one hundred times. In doing this the operator should avoid spasmodic motions, and should strike the keys in even time and with equal force. An even stroke adds much to the appearance of the type-written page.

EXERCISE ON ALPHABETIC SENTENCES.

A quick movement of the enemy would jeopardize six gunboats.

The bank recognizes the claim as valid and quite just, and we expect a full payment.

The quality of modern explosives allows projectiles of remarkable weight and size to be used.

Dexterity in the vocation of typewriting may be acquired by judicious work and zealous effort.

A few specimens of onyx, jasper, and several kinds of quartz crystals have been given to the museum.

Counsel having duly authorized the dismissal of the case, we expect to make an equitable adjustment.

The frequently inexplicable verdicts of juries emphasize the need of a marked change in the whole system.

A Board of Equalization will adjust all claims of over-assessment before making the levy of special taxes.

A large number of our citizens have signed a petition which makes request for a more just system of taxation.

It required just seven weeks for the experts to determine the amount of the shortage caused by the embezzlement.

LETTERS.

Writing letters is the chief employment of a majority of amanuenses, and it is important that correct forms be furnished.

On printed letter-heads having a space for the date, the paper should be so adjusted that the typewritten date shall be on a line with the name of the place. When the name of the town is not printed it should be written on the typewriter, beginning at 40 on the scale, or if the name is very long it may be begun at 35.

Where the superscription consists of several lines, the first line should be begun at 0, the second line at 5, the third line at 10, the fourth line at 15, etc. The place at which "Dear Sir," "Gentlemen," etc., is written will depend on where the preceding line begins. If the preceding line begins at 0, "Dear Sir" should begin at 5, and the first paragraph of the letter at 10, as shown in Form 2. If the preceding line begins at 5 or 10, it is generally preferable to begin "Dear Sir" at 0, as shown in Forms 3, 6, and 7. It is perfectly correct, however, to begin "Dear Sir" five spaces beyond the beginning of the preceding line, follow it with a colon and two spaces, and continue the first paragraph on the same line, as shown in Forms 4 and 8.

The name and address of the person written to are sometimes placed at the end of the letter, as shown in Form 11. The date may sometimes be written after the body of the letter, as shown in Form 10.

Every paragraph in a letter should be begun at 5, except that the first may sometimes begin at 10, or may follow directly after "Dear Sir," as explained above.

The complimentary closing, "Yours truly," etc., should begin at the same place on the scale as the date-line.

Nearly all typewriting is preferably written with a space between the lines. The forms accompanying these charts are "close-lined" for the sake of furnishing a larger amount of practice matter.

Form 1.

University Place, March 3, 1899.

Dear Classmates:

You are invited to attend a meeting on Friday evening of this week at eight o'clock, to discuss the plans for Class Day exercises as outlined by the committee. It is hoped that every member of the class may be present to aid with suggestions. By taking the matter thus early in hand we shall make the day a success.

Fraternally yours,

Form 2.

Springfield, Mass., April 23, 1899.

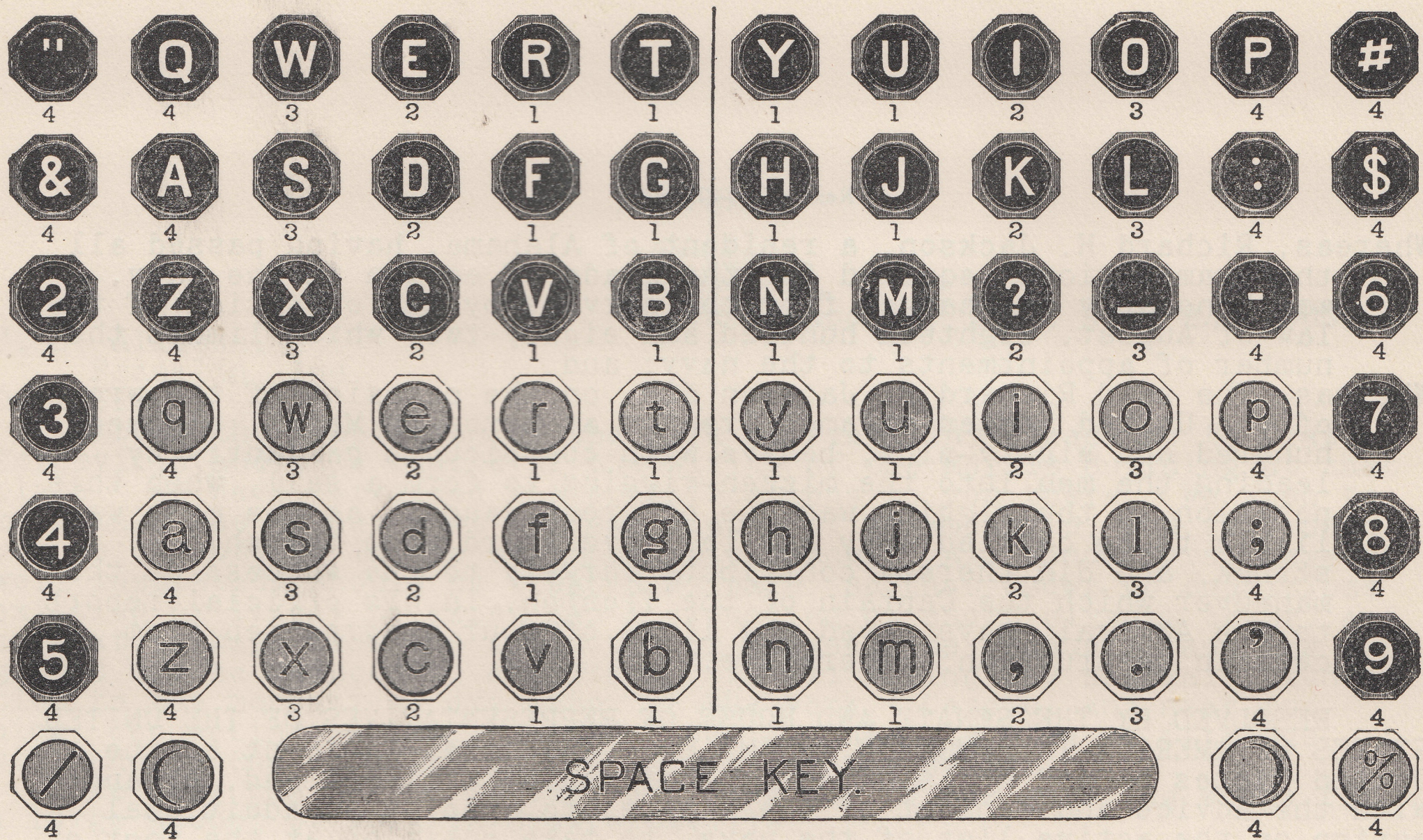
Howard H. Beaconsfield.

Dear Sir:

Your letter of recent date is just received. The matter to which you refer will receive careful attention, and as soon as anything definite is determined you will be notified.

We are in need of more detailed statements in regard to taxes unpaid on the three city lots listed with us; and as you can procure these more readily than we can, we request that you send such statements at your early convenience.

Yours truly,



THE VAN SANT SYSTEM OF TOUCH TYPEWRITING

SMITH PREMIER.

LESSON VIII.

The exercise given below will furnish practice on common beginnings of words. Three lines of each word should be written.

account
accept
actual
active
acquire
accent
access
accident
accompany
according
accrue

combine
commence
comprise
command
company
commit
common
compare
compel
complete
comply

exact
examine
exceed
expect
execute
exercise
exhibit
explain
expert
extent
extreme

perfect
perform
perhaps
permit
perpetual
permission
person
perspective
pertinent
persuade
pertain

receive
recent
recollect
record
recover
reduce
refuse
remain
resolve
represent
respect

address
admit
adopt
advance
advertise
advice
adapt
adjourn
adjust
administer
advantage

concern
conclude
condition
confirm
conflict
congress
consent
consequent
consider
constitute
construct

incident
incline
incomplete
incorporate
incur
independent
influence
initial
instant
instrument
invest

precinct
prevent
predict
prefer
president
prejudice
prescribe
previous
preclude
prevail
prepare

unable
uncertain
uncommon
undue
unequal
unfair
unlike
unjust
unsafe
unheard
universe

collection
column
collapse
colleague
collier
collar
college
collide
collusion
colony
colonel

disappear
disburse
discharge
disconnect
discount
dismiss
dispose
disregard
distance
distinguish
distribute

orchestra
order
ordinary
orchard
orbit
oration
orthodox
oral
ornament
origin
organize

probable
proclaim
promote
proficient
prosper
promise
provide
proper
produce
protect
problem

whence
whither
whole
whirl
white
whom
wholesale
wheel
whose
whisk
whistle

LETTERS.

Form 3.

Indianapolis, Ind., July 22, 1900.

J. H. Allison,
Franklin, Ind.

Dear Sir:

After the completion of the work at Franklin,* please go to Crawfordsville and take charge of the wiring of the Morris Building at that place. We have forwarded the specifications to you there. We wish to make this one of our most perfect pieces of workmanship, and rely upon you to execute it in the best possible manner. All conductors, however well insulated, should be treated as bare, so that under no conditions existing or likely to exist can a grounding or short circuit occur, and so that leakage from the conductor or between the conductor and the ground may be reduced to a minimum. In all wiring pay special attention to the mechanical execution of the work. Careful and neat running, connecting, soldering, and securing and attaching of fittings will add to the security and efficiency of the system.

We hope the wiring of this building may be the entering wedge for a large amount of work in Crawfordsville.

Very truly yours,

Form 4.

Baltimore, Md., March 1, 1900.

American Savings Bank,
Wheeling, West Virginia.

Gentlemen: We are in receipt of your letter of recent date stating that you had about decided to bond all the employees in your bank, and asking for information as to premiums, etc. Under separate cover we send you some of our literature showing the advantages to be gained by such a bonding, giving also some of the reasons why our company is in a position to furnish you a more perfect protection than any other now in operation.

Our representative will be at your place on or about the tenth of this month, and will call on you relative to this matter. We think he will be able to convince you that you will make no mistake in bonding with our company.

Very truly yours,
United States Bonding Company.

By

Gen'l Agt.

Form 5.

Minneapolis, Minn., Feb. 2, 1900.

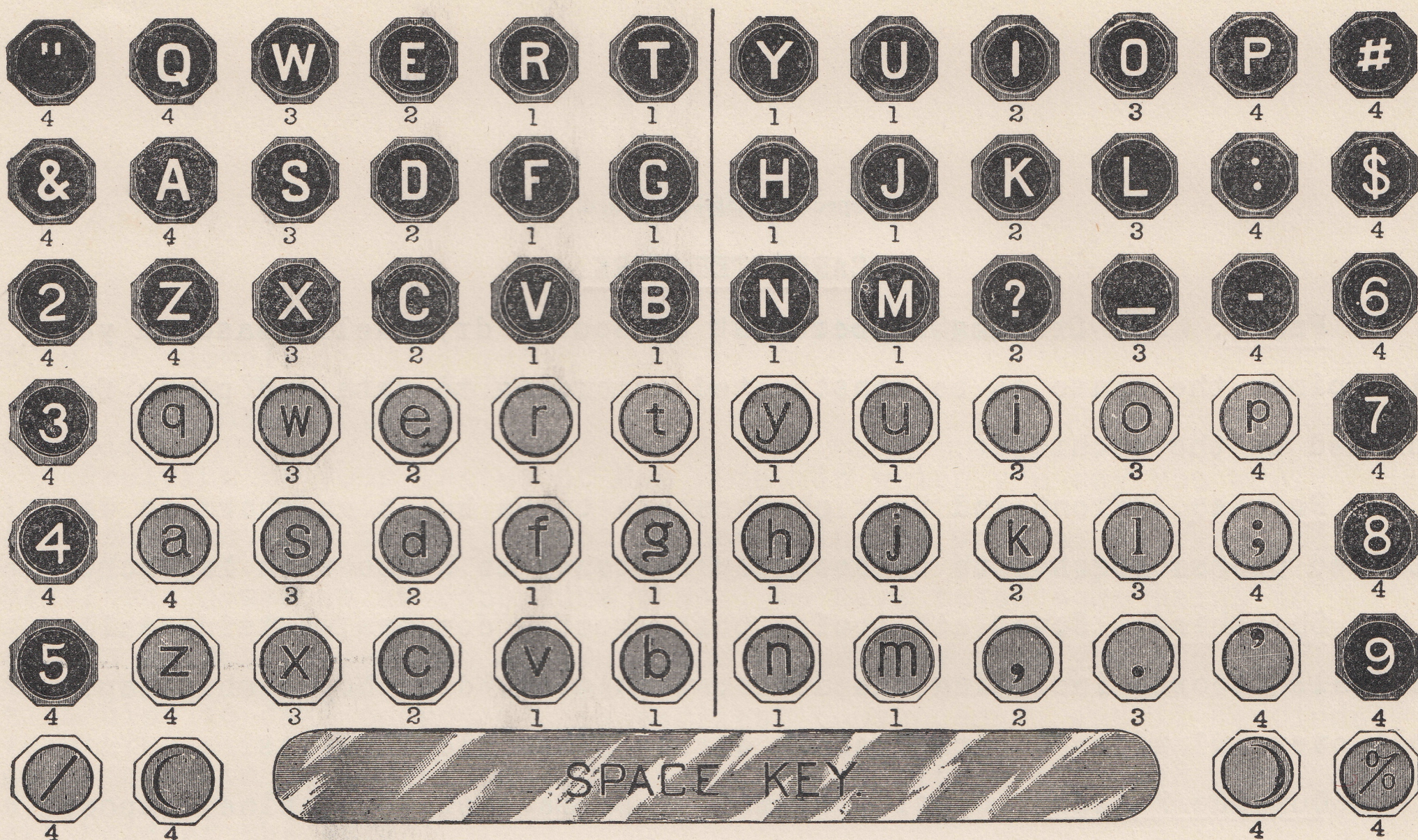
Hon. F. H. Rees,
Chairman of Committee on Finance,
St. Paul, Minn.

Dear Senator:

I enclose herewith a draft of a bill amending the present law compelling the placing of fire-escapes on certain classes of buildings. There is much need of an amendment of this kind. The matter was talked over last evening at a meeting of the Executive Committee of the Commercial Club, and I was directed by the committee to prepare a bill embodying the main points under discussion. While the amendment may meet with some opposition, I believe its passage would be heartily endorsed by the people generally.

Hoping that you will use your influence to secure the passage of this bill, I am

Respectfully yours,



THE VAN SANT SYSTEM OF TOUCH TYPEWRITING

S M I T H P R E M I E R .

LESSON IX.

The words given below are intended to familiarize the student with common terminations. Three lines of each word should be written.

annotation
application
caution
institution
mention
nation
notation
option
oration
situation
valuation

active
attentive
cumulative
elective
incentive
inventive
motive
native
operative
receptive
respective

accessible
attainable
fashionable
legible
liable
peaceable
permissible
profitable
sensible
valuable
variable

asking
banking
calling
dividing
folding
giving
making
separating
thinking
trading
voting

artful
careful
cheerful
doubtful
fruitful
helpful
hopeful
plentiful
powerful
useful
watchful

concession
decision
excursion
fusion
incision
mission
occasion
passion
possession
revision
succession

cohesive
corrosive
decisive
excessive
explosive
extensive
illusive
massive
offensive
passive
pensive

announcement
apartment
augment
basement
cement
comment
element
judgment
regiment
segment
statement

affirmed
credited
explained
fixed
hunted
looked
noted
opened
referred
seated
taxed

artlessness
boldness
business
calmness
clearness
fineness
greatness
kindness
meanness
neatness
rashness

capture
creature
culture
furniture
future
lecture
mixture
moisture
overture
picture
structure

anxious
cautious
dangerous
ludicrous
noxious
numerous
pious
sagacious
scrupulous
serious
spacious

centrally
conically
logically
medially
mentally
mortally
officially
rationally
specially
tally
typically

contrary
elementary
library
literary
necessary
ordinary
primary
salary
secondary
temporary
voluntary

chemical
critical
fiscal
identical
local
medical
optical
physical
political
radical
technical

LETTERS.

Form 6.

Boston, Mass., June 2, 1900.

Mr. H. P. Rowell,
682 New York Life Building,
Kansas City, Mo.

Dear Sir:

Replying to your letter of May 20th, in which you say you would like to secure the agency of our company for the State of Kansas, we would say that our present agent is not doing as well as we wish and has signified his desire to give up the agency. Your application, therefore, comes at an opportune time. We have taken some pains to look up the references you gave us, and have also investigated to a certain extent on our own account, and we believe that you are just the man we are looking for. We have wired our general agent, who is now in St. Louis, to call on you at his earliest convenience, and if he finds everything satisfactory to complete the arrangements for turning the agency over to you. This he will no doubt do within the next week, and as soon as the details can be arranged we shall be pleased to have you take hold of the work.

Yours very truly,

Form 7.

Victor, Colorado, May 2, 1900.

George F. Marion,
Care of Prof. H. F. Allen,
Division of Biological Survey,
U. S. Department of Agriculture,
Washington, D. C.

Dear Sir:

In Bulletin No. 13 of "North American Fauna," page 105, I notice reference to Ramon de la Sagra's "Hist. de l'Ile de Cuba," published in 1840. Will you kindly inform me where I may procure a copy of this book? If a copy from the original edition can not be obtained, please give me what information you have which may enable me to get a reprint or a translation.

Yours truly,

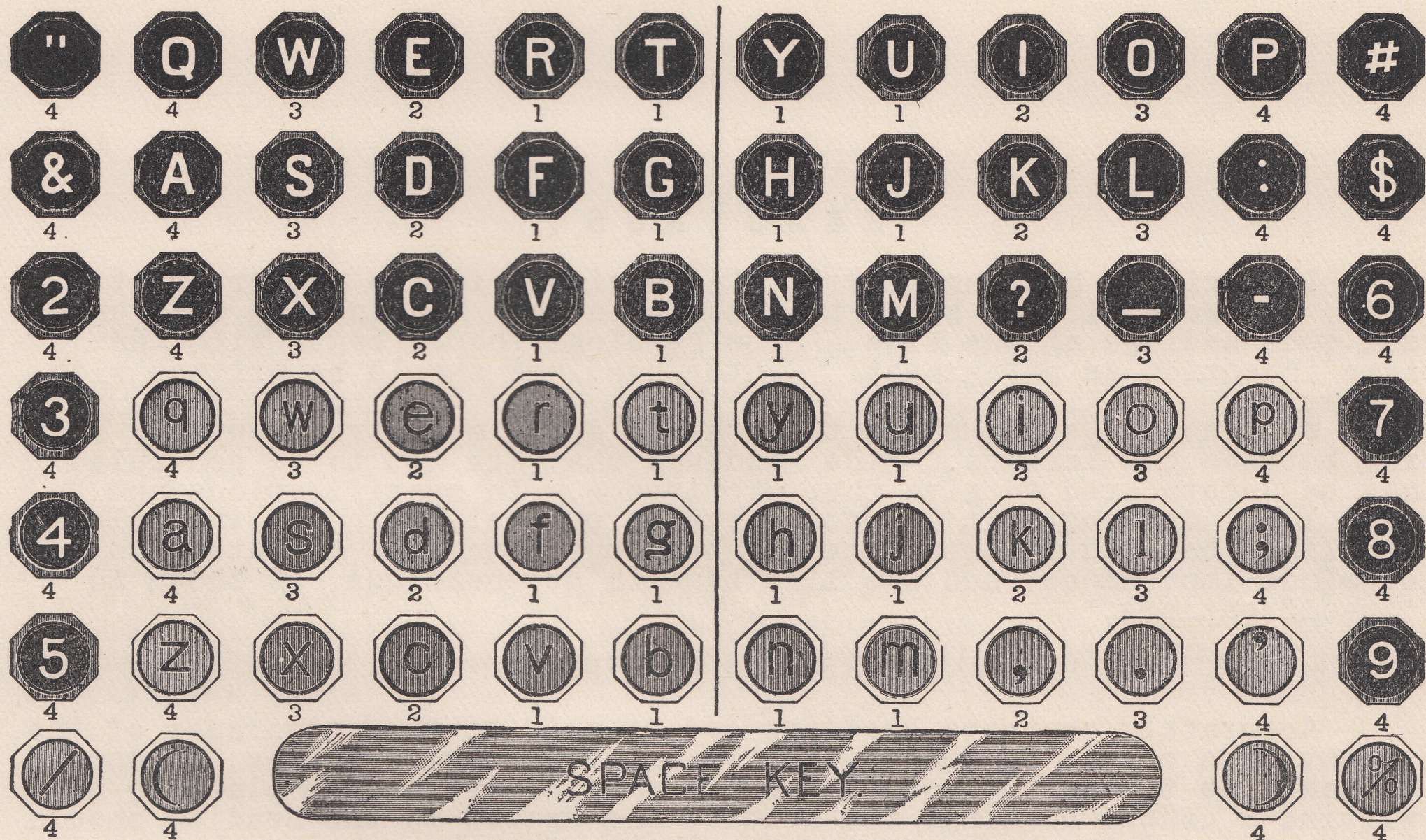
Form 8.

St. Louis, Mo., May 16, 1900.

To the Honorable the Judges of the United States Circuit Court of Appeals for the Eighth Circuit.

Gentlemen: I learn that there is to be a vacancy in the office of the Clerk of the Court of Appeals, and wish to file my application for that position. I have had many years' experience as Clerk of the District Court at this place, and believe I could fill the position to your entire satisfaction. I am confident that my application will receive the hearty endorsement of a large number of the prominent members of the bar in the circuit.

Respectfully,



THE VAN SANT SYSTEM OF TOUCH TYPEWRITING

S M I T H P R E M I E R .

LESSON X.

When the same letter is struck twice in succession there is a tendency to slight the second stroke. This gives an uneven appearance to the work. The following words and sentences will give ample practice on words containing double letters, and should be written until the tendency to slight the repeated letter is overcome.

EXERCISE ON DOUBLE LETTERS.

see	apparent	suggest	accommodate
speech	suppose	willing	possession
need	appeal	fully	lessee
freedom	support	dollar	assessor
arrive	message	follow	appointee
borrow	assist	collect	success
tomorrow	pass	account	fullness
arrest	assign	accept	letterpress
correct	class	accuse	classically
letter	address	abbreviate	commercially
attach	affair	commerce	commission
settle	sufficient	summer	bookkeeper
look	difference	comment	committee
proof	effect	announce	appellee
supply	aggregate	connect	heedlessness

The meeting adjourned after appointing a committee of three.

The error occurred through the carelessness of the bookkeeper.

We are willing to accept your offer if you will arrange to pay the express upon shipping the bill of goods.

The channel is sufficiently deep to allow the passage of vessels of great tonnage, but it will be necessary to make a large appropriation annually to keep the levees in good order.

The annual income from the business is really too small to warrant the additional allowance you suggest, but we assure you the matter shall have our attention as soon as possible.

LETTERS.

Form 9.

To Whom It May Concern:

The bearer of this letter, Mr. Joseph H. Pleasant, has completed the study of law and has been admitted to the bar in this State. He now intends locating in some town for the purpose of establishing himself in his profession. During his law course he did much of his studying in my office, and proved himself to be industrious, capable, and an excellent student. For the past six months, since his admission to the bar, he has assisted me materially in the preparation of cases for trial, and in the trial of the same, and I feel sure that he will succeed as a lawyer. I am confident that wherever he goes he will make friends, in a social as well as in a professional way, and that those who entrust their business to him will find that he is worthy of their confidence.

Respectfully,

Form 10.

Mr. Jas. T. Wilbur,
Little Rock, Arkansas.

Dear Sir:

Referring to your letter of the 5th instant, in which you state that you are planning to spend a vacation in the vicinity of Matamoros, Mexico, we wish to make special request that you endeavor to procure specimens of the bats common to that region for the National Museum. We have long desired an opportunity to add to our series, and feel confident that you are particularly fitted to do accurate and systematic work in this line.

Sincerely yours,

Washington, D. C.,
March 12, 1900.

Form 11.

Washington, D. C., July 16, 1898.

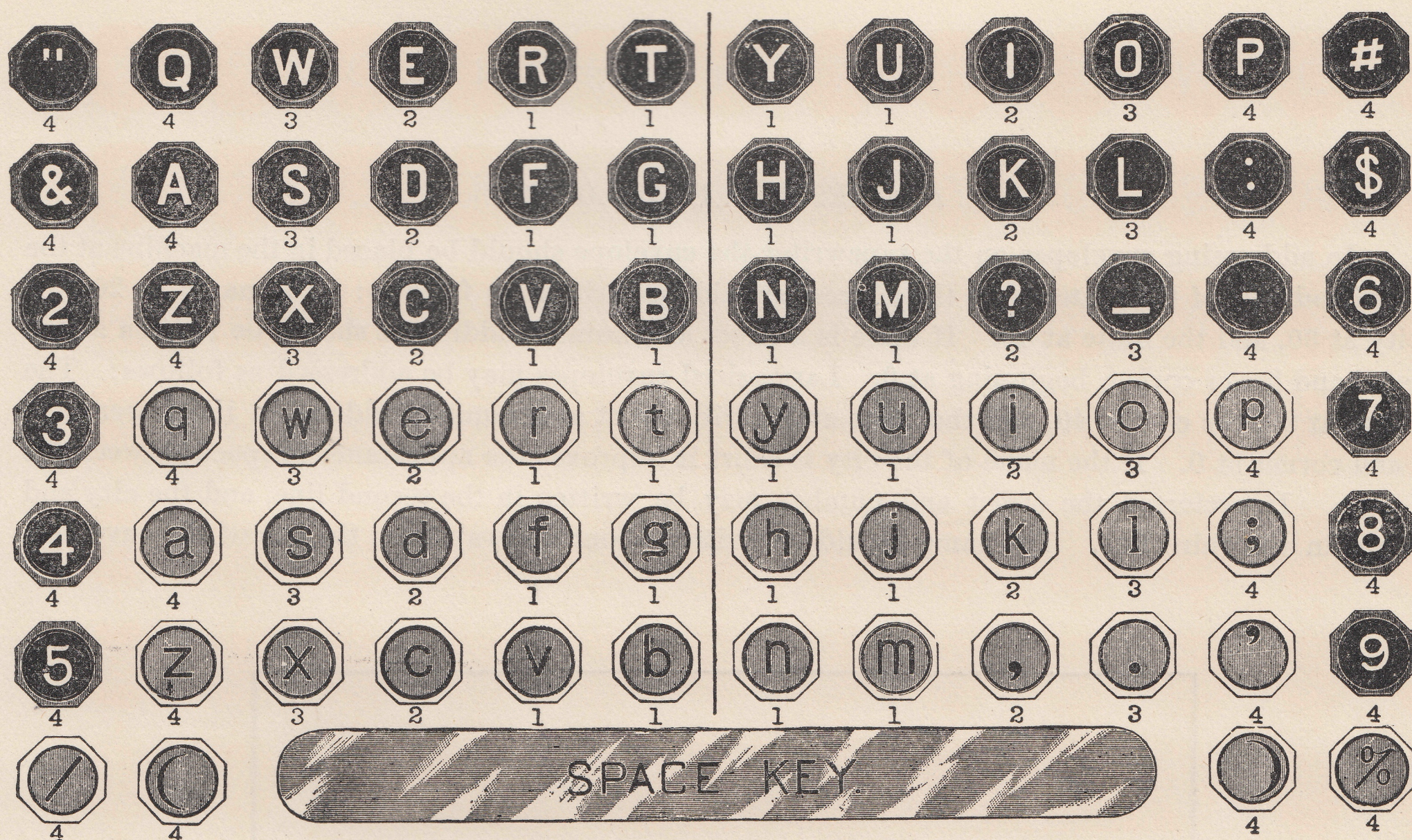
Sir:

The President of the United States sends to you and your brave army the profound thanks of the American people for the brilliant achievements at Santiago, resulting in the surrender of the city and all of the Spanish troops and territory under General Torol.

Your splendid command has endured not only the hardships and sacrifices incident to campaign and battle, but in stress of heat and weather has triumphed over obstacles which would have overcome men less brave and determined. One and all have displayed the most conspicuous gallantry, and earned the gratitude of the nation. The hearts of the people turn with tender sympathy to the sick and the wounded. May the Father of Mercies protect and comfort them.

William McKinley.

To General Shafter,
Commanding Front,
Near Santiago,
Playa del Este.



THE VAN SANT SYSTEM OF TOUCH TYPEWRITING

S M I T H P R E M I E R .

LESSON XI.

It sometimes happens that a student of typewriting has less dexterity with one hand than the other, or has difficulty in using both thumbs in spacing. For such the following exercise is specially recommended. If the left hand is slower or more liable to mistakes, practice the left-hand exercise; if the right hand needs special training, practice the right-hand exercise. When writing the left-hand words, space with the right thumb; when writing the right-hand words, space with the left thumb. For training both thumbs on the spacer it is recommended that a word for each hand be selected and written alternately.

LEFT-HAND EXERCISE.

wade	tear	gage
wager	test	gas
wasted	trade	gear
water	treat	graded
wave	tree	greater
wax	accede	greatest
wear	added	zest
eager	adverse	cage
east	advert	card
edge	after	case
effect	age	caterer
erect	agree	cedar
estate	area	create
evade	arrears	vacate
excavate	average	vase
exceed	sacred	veered
exert	safe	vegetate
extra	sassafras	vest
race	scarce	bade
rear	debt	baggage
reef	decease	barter
referred	deeded	base
regret	direct	batter
rest	fare	beef
retard	fear	best
retrace	feast	brace

RIGHT-HAND EXERCISE.

you	pull	knoll
yolk	pulp	lily
union	pump	limn
up	pun	limp
upon	puny	link
ill	pupil	lion
imply	hill	lip
in	him	look
ink	hip	loom
inky	holly	loon
ohm	holy	loop
oily	homily	lamp
on	hominy	nip
onion	hook	nook
only	hoop	noon
opinion	hull	noun
pin	hulk	null
pinion	hymn	nun
plum	join	milk
plump	jolly	mill
ply	joy	million
poll	jump	minimum
polo	junk	mink
pomp	kill	monk
pony	kiln	monopoly
pool	kilo	mull

ADDRESSING ENVELOPES.

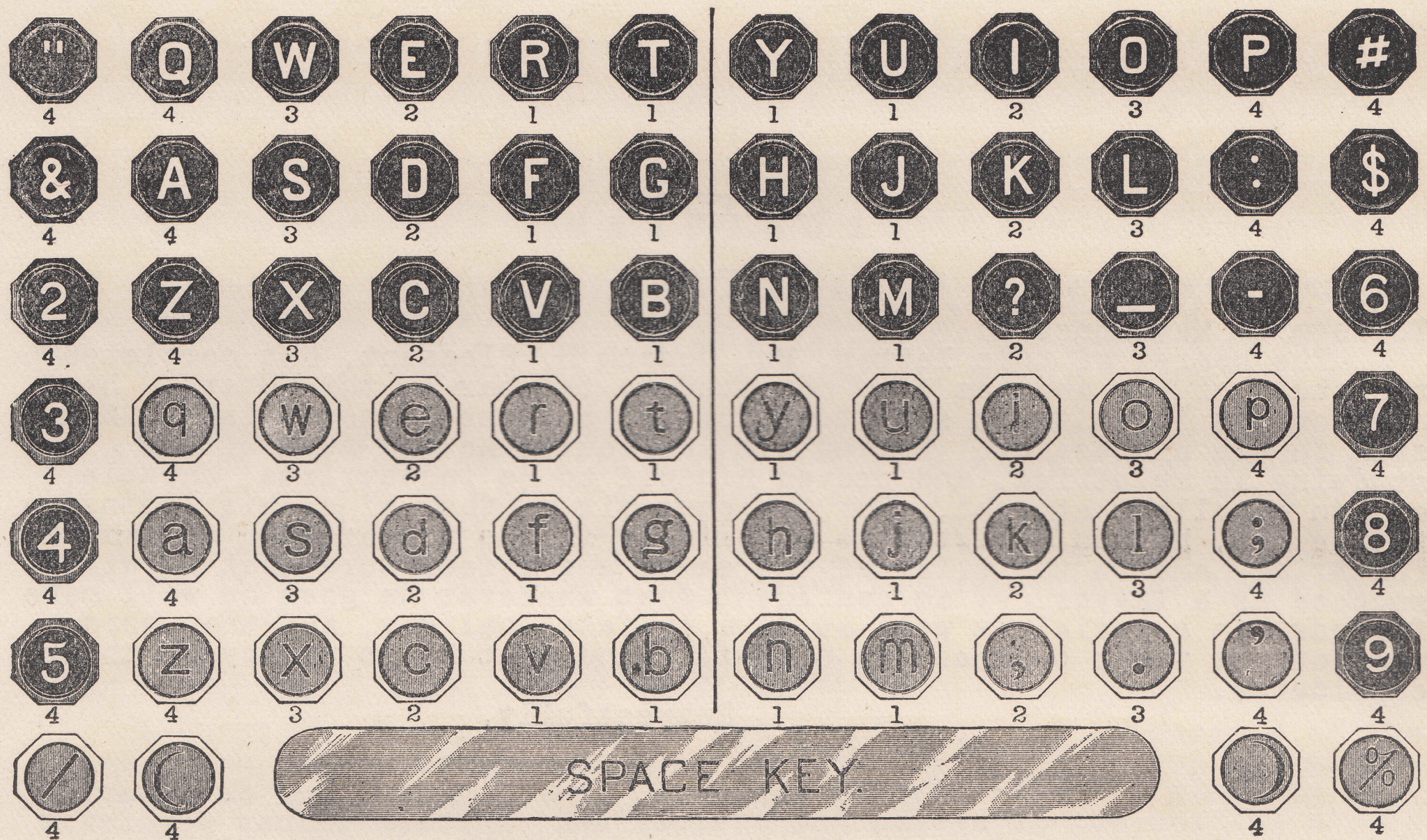
In addressing envelopes on the typewriter the envelope should be placed in the machine at the left-hand side of the platen, and the address should be written as follows: The name at 20, the city at 30, and the State at 40. If there is a street and number address it should be written at the left-hand lower corner, beginning at 0. Large-sized envelopes may be addressed as follows: The name at 30, the city at 40, and the State at 50, with street and number address in the lower left-hand corner at 0. If the name of the city is short it improves the appearance to space between the letters. If preferred the street and number may be written in the second line, and the city and State in the third line. The name should be written about midway from the top of the envelope.

A. B. Loomis,
Philadelphia,
Pa.

84 Spruce Street.

William H. Appleby,
273 Market Street,
Akron, Ohio.

Lake & Andrews, Attorneys at Law,
C h i c a g o ,
Illinois.
Masonic Temple,
Room 943.



THE VAN SANT SYSTEM OF TOUCH TYPEWRITING.

S M I T H P R E M I E R .

LESSON XII.

When but few figures occur they should be struck with the fourth fingers; but when the work consists largely of figures the small fingers may be relieved by using the third or second fingers part of the time.

Tabulating attachments, which greatly facilitate the writing of columns of figures, are made for standard machines, but as these attachments are expensive, many stenographers will be required to do this kind of work on machines not fitted with tabulators. To learn to write figures rapidly will require a large amount of practice. Plenty of copy for tabulated work may be found in newspapers, magazines, reports, etc. The habit of spacing with both thumbs will add greatly to speed in running the carriage from one column of figures to another.

Use the lower-case "l" for the figure one, and the upper-case "O" for the naught. In writing columns of figures representing money, decide where to place the decimal-point, and it will then be easy to calculate from that point where to place the first figure. In writing other columns of figures decide where the last figure shall be placed, and then determine the point at which the first figure must be written.

EXERCISE FOR PRACTICE IN WRITING FIGURES. 20

China has a land area of 4,218,401 square miles; it had in 1890 a population of 402,680,000.

The State of New York has a land area of 47,620 square miles; in the year 1890 it had a population of 5,997,853.

It is estimated that the gold production of the world in the year 1900 will amount to the enormous sum of \$400,000,000.

AVERAGE MONTHLY BANK CLEARINGS. 15

Year.	New York.	Other Cities.	Whole Country.
1893	\$2,605,086,478	\$1,913,522,523	\$4,518,607,001
1894	2,032,317,252	1,763,108,586	3,795,425,838
1895	2,486,816,410	1,952,541,208	4,430,357,618
1896	2,405,897,921	1,871,929,699	4,277,827,620
1897	2,787,585,622	1,991,245,478	4,776,831,100
1898	3,497,648,536	2,242,678,012	5,740,326,548

H E A D I N G S .

Typewritten headings may be placed either in the center or at the side, the general rule being to place principal headings in the center and sub-headings at the side. Side headings should begin with the same indentation as paragraphs. Center headings should be written with capitals.

When headings are short they may be given more prominence by spacing between the letters. Side headings that are not to be pen-ruled may be underscored to give them prominence. In specifications and in some legal documents it is good taste to pen-rule with red ink, placing two lines beneath important center headings, one line beneath headings of minor importance, and one line beneath sub-headings, as shown in "Specifications."

CENTERING HEADINGS.

Accurately centered headings add greatly to the appearance of the typewritten page. On the ordinary machine having 70 spaces, 35 should be taken as the center point. In order to determine the place to begin writing a center heading, the letters and spaces in the heading should be counted. This can be most conveniently done by setting the carriage at 0 and striking the space-bar once for each letter, punctuation-point, and space. The pointer will indicate the number of spaces occupied by the heading. One-half the number thus indicated should be deducted from 35 to show the point at which the heading should begin. For instance, the words IN UNITED STATES CIRCUIT COURT cover 30 spaces on the typewriter. To center these words, deduct one-half of this number, 15, from 35, and the result, 20, will show the point on the scale at which the heading should begin.

In centering a heading ending with a period, the period should not be counted when the number of letters and spaces is otherwise even. When the number of letters and spaces is odd, the period should be taken into account in estimating the proper place to begin a center heading.

When the marginal stops are used, the centering of headings should be figured from the center of the scale thus reduced. For example, when the marginal stop to the left is set at 10, the scale will be reduced to 60 spaces, and the point from which to estimate the center will be 40 instead of 35. In like manner, when the marginal stop to the right is set at 50, the point from which to estimate the center will be 25 instead of 35.

On a machine having more than 70 spaces, the center of headings should be figured from the center of the scale. For example, when the scale has 85 spaces, the point from which to estimate the center will be 42.

In court papers where the title of the case is written at the left of the page, the name of the document—"Petition," "Answer," "Affidavit," etc.—should be centered in the space to the right of the title. For example, if the title occupies 30 spaces, the center of the remaining space is 50, and the name of the document is centered at this point. To determine the point on the scale where centered headings are to begin, deduct one-half the number of letters and spaces in the heading from the point at which the center is to be placed.

Center the following headings:

MARKET REPORTS. ⁷

ARRIVAL AND DEPARTURE OF FOREIGN MAILS. ¹⁹

ESTIMATE OF SALESMEN'S EXPENSE FOR THE MONTH OF JANUARY. ²⁸

A R G U M E N T . ⁸

SUMMARY OF SHIPMENTS FOR PAST QUARTER. ¹⁹

PRICE LIST OF ELECTRICAL APPLIANCES.

S P E C I F I C A T I O N S

by

JOHN LAKE, ARCHITECT,

FOR RESIDENCE OF A. C. CLARK ON LOT 2, BLOCK 11, PARK PLACE.

EXCAVATIONS.

Cellar. The contractor is to excavate in accordance with the drawings and to outside of brick footings; excavations to be level, plumb, and straight.

Clean-up. After frame of house has been erected fill around masonry with good earth (no stones or rubbish) and ram solid. All surplus earth to be removed and the premises left in a level condition, free from rubbish.

MORTAR.

All mortar used for brickwork must be cement mortar of proportions of one part Louisville cement and two parts clean, sharp sand; mortar to be made in small quantities only; none to stand over night.

CUT STONE.

All basement windows to have stone sills 4" thick and 8" deep and 4" longer than the openings.

BRICKWORK.

Foundation. All brick must be subject to owner's approval; no soft or imperfect brick to be unloaded on the premises. Foundation to be faced with pressed brick to be selected by the owner. Brick to be laid wet except in freezing weather, with close joints, every fifth course headers; slushed joints everywhere, neatly pointed up in cellar; exterior face brick to be laid in stained mortar.

Chimneys. Smoke-flues to be lined with No. 1 tile; chimneys to have a 2" coping of Portland cement. Outside of chimneys to be plastered where they pass through floor and roof.

Bedding Sill. The brick contractor must spread mortar and assist the carpenter in thoroughly bedding sill on wall.

Specifications---continued.

CARPENTER WORK.

Frame. All framing lumber must be sound, dry, well seasoned yellow pine; the frame to be constructed according to detailed plans furnished by the architect.

Porches. Front and rear porches are to be built as shown in detailed plans; porches to be securely fastened to house with lag-screws.

Sheathing. Cover all roofs, porch roofs, dormers, outside walls, and all floors, including the attic, with good, dry, No. 1 ship-lap, not over 10" wide, smooth dressed on one side, close joints.

Outside Finish. Outside finish to be made of white pine, exposed joints in white lead.

Outside Siding. Siding to be of No. 1 California spruce, 4" wide, laid 3 1/2" to the weather.

Floors. All floors to be matched, tongued, grooved, mill-dressed Y. P. 7/8" x 4" all over first and second stories; all secret-nailed with one 10d nail to each board at each joist; heading joints face-nailed with eight 10d casing nails; all boards screwed down over gas and other pipes; all joints smoothed on completion. Floors of porches to be of 7/8" x 4" W. P., first grade, in one length, and to slope as will be directed.

Paper. Before applying flooring and siding, cover all exterior walls with two layers of tar paper lapped three inches. Tar paper is to extend under all casings, around corners, under mouldings, and entirely cover all portions of exterior wall which can be covered.

Doors. Sliding doors and exterior doors to be in two thicknesses, glued and screwed together; all other doors to be 1 3/8" thick, all as shown on detail. Exterior doors to have rebated frames 1 1/8" thick; interior doors to have frames 7/8" thick, with door-stops.

Windows. Rebated frames 1 3/4", swinging sash 1 3/4" to windows in cellar; box frames elsewhere, with Y. P. pulley-stiles and parting-strips, 2 1/4" turned anti-friction axle-pulleys, lip-moulded sash 1-3/8" thick, well framed, wedged and pinned, double hung; approved iron weights with 1/4" Silver Lake sash-cord.

Municipal Ordinance.

ORDINANCE NO. 5287.

AN ORDINANCE requiring the owners of overhead electric wires to disconnect such wires in time of fire, and for that purpose to send one or more linemen to the scene of the fire to act under the direction of the chief of the fire department.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OMAHA:

Section 1. That all corporations, companies, and individuals owning and operating overhead electric wires shall, in time of fire, send one or more linemen to the scene of the fire, who shall report for duty to the chief of the fire department or the city electrician, and they shall disconnect and remove any wires or cables which may become a menace to life or property.

Sec. 2. That this ordinance shall take effect and be in force from and after its passage.

Bill for Legislature.

A B I L L

FOR AN ACT entitled An act to exempt the officers and active members of the fire department of any city or town of ten thousand or more inhabitants from jury duty.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF SOUTH CAROLINA:

Section 1. That from and after the passage of this act all the officers and active members of the fire department of any city or town of ten thousand or more inhabitants shall be exempt from jury duty.

Act of Congress.

AN ACT to discontinue the coinage of the three-dollar and one-dollar gold pieces and three-cent nickel piece.

BE IT ENACTED BY THE SENATE AND HOUSE OF REPRESENTATIVES OF THE UNITED STATES OF AMERICA IN CONGRESS ASSEMBLED, That from and after the passage of this act the coinage of the three-dollar gold piece, the one-dollar gold piece, and the three-cent nickel piece be and the same is hereby prohibited, and the pieces named shall not be struck or issued by the Mint of the United States.

Sec. 2. That as fast as the said coins shall be paid into the Treasury of the United States they shall be withdrawn from circulation and be recoined into other denominations of coins.

Sec. 3. That all laws and parts of laws in conflict with this act are hereby repealed.

Resolutions--Form 1.

Whereas, Richard H. Jackson, a resident of Alabama, having passed all the examinations required for the grade of ensign in the navy, was honorably discharged from the service by the operation of the law of August, eighteen hundred and eighty-two, which limits the number of appointments to the navy; and

Whereas, The said Richard H. Jackson did, on the occasion of the wreck of the United States steamer Trenton at Samoa in March, eighteen hundred and eighty-nine, behave with conspicuous gallantry by leading the men into the mizzen-rigging to form a sail, when this position in the rigging was one of great danger, as the mast was liable to be carried away and fall overboard when the ship struck, and did thereby contribute largely to the success of the maneuver which the Captain of the Trenton, in his official report to the Admiral, says saved the lives of four hundred men from certain destruction: Therefore,

RESOLVED BY THE SENATE AND HOUSE OF REPRESENTATIVES OF THE UNITED STATES OF AMERICA IN CONGRESS ASSEMBLED, That the President of the United States be and he is hereby authorized to nominate and, by and with the advice and consent of the Senate, to appoint an additional ensign on the active list of the navy, to take position at the foot of the officers of that grade, and the number of ensigns is hereby increased one for that purpose.

Resolutions--Form 2.

WHEREAS, The grading of Shirley street between Fort street and Ames street has left steep embankments on either side of the rights of way of the railroad companies which have practically closed said street to travel; and

WHEREAS, The owners of property on Shirley street west of Ames street, and other streets in that vicinity, are put to great inconvenience by being compelled to take a circuitous route to reach the city; and

WHEREAS, It was agreed between the City Council and the railroad companies that upon the grading of said street with said embankments said railroad companies would construct a viaduct at said place, the same to be completed not later than July 1, 1899; and

WHEREAS, Several months have elapsed since said grading was completed and the work of constructing said viaduct has not been begun; therefore, be it

RESOLVED BY THE SOUTH SIDE IMPROVEMENT CLUB,

That the City Council be requested to pass an ordinance directing and requiring the railroad companies to construct said viaduct, the same to be completed not later than July 1, 1901, and that if said railroad companies fail, neglect, or refuse to comply with said ordinance the city cause said viaduct to be constructed and assess the cost thereof against the railroad companies, as by law it is authorized to do; and be it further

RESOLVED, That a copy of these resolutions be sent to the City Council and that a copy be sent to each of the railroad companies owning and operating tracks at said place.

ARTICLES OF INCORPORATION
of
THE COMMERCIAL CLUB.

TO WHOM IT MAY CONCERN:

BE IT KNOWN that we, the undersigned, propose to form a corporation under the laws of the State of Ohio, and hereby state and declare as follows, to wit:

ARTICLE I.

The name of this corporation shall be "The Commercial Club."

ARTICLE II.

The principal place of transacting the business of this corporation shall be the city of Columbus, county of Franklin, State of Ohio.

ARTICLE III.

The general nature of the business of this corporation shall be the purchase or renting of a suite of rooms or a building in said city and the maintenance therein of a social club and rooms for reading, social entertainment, and other purposes usual for such associations.

ARTICLE IV.

The amount of the capital stock of this corporation shall be ten thousand dollars (\$10,000), divided into one thousand shares of ten dollars (\$10) each, all of which shall be paid for at par value when issued, and shall be non-assessable.

ARTICLE V.

The indebtedness of this corporation shall at no time exceed the sum of five thousand dollars (\$5,000).

ARTICLE VI.

This corporation shall commence business on the first day of March, A. D. 1898, and shall terminate on the 28th day of February, A. D. 1997, unless sooner dissolved by consent of two-thirds of its stockholders, or by operation of law.

ARTICLE VII.

The affairs of this corporation shall be conducted by a Board of nine Directors, who shall be elected by the shareholders annually from their number. The said Board shall elect from their number a President, Vice-President, Secretary and Treasurer, and members of convenient committees to be provided for by the by-laws.

IN WITNESS WHEREOF we have hereunto subscribed our names this 28th day of February, 1898.

In presence of

CONSTITUTION AND BY-LAWS
of the
BAY SCIENTIFIC AND LITERARY CLUB.

ARTICLE I.--NAME.

This club shall be known as the Bay Scientific and Literary Club.

ARTICLE II.--OBJECT.

The object shall be the mutual improvement of its members in literature, art, science, and the vital interests of the day.

ARTICLE III.--OFFICERS.

Section 1. Its officers shall be a President, Vice-President, Secretary, and three members of the Executive Committee.

Sec. 2. All officers shall be elected at the last meeting in April in each year.

Sec. 3. No person shall hold more than one official position at one time, nor serve more than two successive years in the same office.

ARTICLE IV.--MEETINGS.

Section 1. The club shall hold regular meetings every Tuesday from October 1st to April 30th of each year.

Sec. 2. Business may be transacted at any regular meeting.

Sec. 3. Seven members shall constitute a quorum for the transaction of business.

ARTICLE V.--MEMBERSHIP.

Section 1. Any two members may present in writing at any regular meeting the name of any person wishing to become a member. Each name shall be separately voted on by ballot at the next meeting, and the applicant declared elected unless three negative votes be cast.

Sec. 2. The membership shall be limited to forty.

BY-LAWS.

ARTICLE I.--DUTIES OF OFFICERS.

The President shall preside at all meetings. In his absence the Vice-President shall perform the duties of the President. The Secretary shall keep a correct record of meetings of the club. The Executive Committee shall have charge of the programmes.

ARTICLE II.--CONDUCT OF MEETINGS.

All meetings shall be conducted according to the rules of parliamentary law, as laid down in Robert's Rules of Order.

ARTICLE III.--AMENDMENTS.

This Constitution and By-laws may be amended at any regular meeting of the club by a two-thirds vote of the members present, provided notice of the intended change has been given at the preceding meeting.

ARTICLE IV.--SUSPENSION OF RULES.

Any article of this Constitution and By-laws, by unanimous consent of the members present, may be suspended for not more than one meeting, except this article, which shall not be suspended.

USE OF THE TABULATOR.

The tabulator has a notched scale back of the carriage into which stops are placed where columns are to be formed. In front and at the lower part of the machine are eight carriage-release keys, above which is a scale having a decimal-point and the figures 1, 10, 100, 1000, 10000, 100000 and 1000000. The keys to the right of the center are pressed with the right thumb, and the others with the left thumb. Pressing the decimal-key moves the carriage to the place where the first stop is set; pressing key 1 moves the carriage to the first space in front of the stop; pressing key 10 moves the carriage to the second space in front of the stop, etc. A knowledge of the use of the tabulator will be readily gained by writing the first table given below. Set the stops at 6, 10, 14, 37, 42, 47 and 66. Write the first line, beginning the word "To" at 5, the word "press" at 35, and the figure 1 at 65. In writing the following lines throw the carriage back to 0, press the decimal-key, and the carriage will move to the proper place for writing the first column of ditto-marks. Another pressure of the decimal-key will cause the carriage to move to the place for writing the second column; upon a third pressure, the carriage will move to the proper place for writing the words, etc. After the last ditto-mark press the key indicated in the table and write the figures. Repeat the writing of the table until it can be done quickly and accurately, and then adjust the stops and write the other exercises.

The tabulator is specially adapted to writing dollars and cents in columns. Set the stop where the decimal is to be placed. If the amount consists of cents, press the decimal-key, strike the period, and write the cents; if the amount contains one figure before the decimal, press key 1; if two figures, press key 10, etc. Where the amount consists of more than three figures before the decimal and it is desired to separate the thousands by a comma, an extra space for the comma must be allowed by pressing the next higher key.

Form 1.

To write	units	press key marked	
"	"	tens	1
"	"	hundreds	10
"	"	thousands	100
"	"	tens of thousands	1000
"	"	hundreds of thousands	10000
"	"	millions	100000
			1000000

Form 2.

PRODUCTION OF GOLD FROM BEGINNING OF 1896 TO CLOSE OF 1899.

	United States	The World
1896	\$53,088,000	\$202,251,000
1897	57,363,000	238,812,000
1898	64,463,000	287,428,000
1899	72,500,000	315,000,000

Form 3.

Atlanta, Georgia, September 1, 1900.

B. L. Baxter

Aug. 4 To 1 set account-books
 11 2 Eclipse letter-files
 19 1 gross pens, Judge's Quill

Dr.
 \$ 2.75
 .80
 1.75

 \$ 5.30

Received payment.

INVENTORY.
LATHROP HARDWARE COMPANY.

Folio 1.

January 1, 1903.

Screws.

10	gr. 1	in. No. 10 flat head bright	\$ 3.00	\$ 30.00	
		50%		15.00	
		and		15.00	
		10%		1.50	\$ 13.50
8	gr. 1 1/4	in. No. 10 round head blued	3.25	26.00	
		60%		15.60	
		and		10.40	
		10%		1.04	9.36
5 1/2	gr. 1 1/2	in. No. 10 round head blued	3.50	19.25	
		60%		11.55	
		and		7.70	
		15%		1.16	6.54
10	gr. 2	in. No. 14 round head blued	4.25	42.50	
		60%		25.50	
		and		17.00	
		10%		1.70	15.30
100 1/2 x 1	octagon cap screws		3.00	3.00	
400 1/2 x 2	" " "		3.75	15.00	
200 5/8 x 3	" " "		5.00	10.00	
		40%		28.00	
		and		11.20	
		10%		16.80	
		and		1.68	
		5%		15.12	
				.76	14.36
200 1/2 x 1	square head set screws		1.75	3.50	
500 1/2 x 2	" " "		2.25	11.25	
300 5/8 x 3	" " "		3.00	9.00	
		30%		23.75	
		and		7.13	
		20%		16.62	
				3.32	13.30

Machine Bolts.

300 1/4 x 2	carriage bolts	1.00	3.00	
200 1/4 x 3	" "	1.35	2.70	
200 3/8 x 1 1/2	" "	1.70	3.40	
400 1/2 x 4	" "	2.25	9.00	
300 5/9 x 5	" "	3.25	9.75	
	30%		27.85	
	and		8.36	
	10%		19.49	
	and		1.95	
	5%		17.54	
			.88	16.66
Carried forward,				\$ 89.02

C O N T R A C T

between

AMERICAN DISTRICT TELEGRAPH COMPANY and MINERS' NATIONAL BANK

for

EQUIPPING VAULT WITH BURGLAR-ALARM.

THIS AGREEMENT, made and entered into this 24th day of November 1899, by and between the AMERICAN DISTRICT TELEGRAPH COMPANY, party of the first part, and the MINERS' NATIONAL BANK, of Denver, Colorado, party of the second part,

WITNESSETH: That the party of the first part agrees to equip with its burglar-alarm system, in the manner hereinafter described, the vault in the building occupied by the party of the second part in the city of Denver, Colorado, to wit:

The outer doors of said vault to be covered with a wooden frame, of the same material and finish as the interior finish of said bank, such wooden frame to be fitted with false doors so arranged that any attempt to open them shall cause an alarm to be transmitted over a special wire to the central office of the party of the first part; the safe inside said vault to be entirely enclosed in a wooden cabinet carrying a continuous wire under its surface, laid in grooves one-half inch apart, and connected with electrical instruments in the vault for the transmission of an alarm to the central office of the party of the first part in the event of any tampering with said safe; a private telephone line to be established between said bank and the central office of the party of the first part, to enable the party of the second part to notify the party of the first part when said vault is to be closed for the night.

The party of the first part further agrees to keep an experienced operator at its central office, whose duty it shall be to make a thorough test of the entire burglar-alarm equipment at intervals of fifteen minutes, beginning at the time when said party of the second part notifies the party of the first part of the closing of said vault each day and continuing until 8 o'clock the following morning, and also during the entire day on Sundays and legal holidays when said bank is closed; such tests to be distinctly audible in the banking rooms of the party of the second part. Should the operator receive an alarm, or should the equipment fail to respond to the test, a special officer of the party of the first part shall go as quickly as possible to the premises of the party of the second part and investigate the cause of the alarm, and in addition the operator shall transmit the alarm instantly to the central police station.

IN CONSIDERATION of the faithful performance of the foregoing provisions and requirements, the party of the second part agrees to pay to the party of the first part the sum of Five Hundred Dollars (\$500) per annum, payable monthly in advance.

IN WITNESS WHEREOF the parties hereto have hereunto subscribed their names the day and year first above written.

AMERICAN DISTRICT TELEGRAPH COMPANY,

In presence of

By

Manager.

MINERS' NATIONAL BANK,

By

President.

QUIT-CLAIM DEED.

KNOW ALL MEN BY THESE PRESENTS:

That HENRY C. BAKER (unmarried), in consideration of Two Thousand Dollars (\$2,000.00), in hand paid, receipt whereof is hereby acknowledged, does hereby grant, convey, remise, release and quit-claim unto

WILLIAM E. MOREHOUSE

and to his heirs and assigns forever, all his right, title, interest, estate, claim and demand, both at law and in equity, of, in or to the following described real estate, situated in Pottawattamie County, and State of Iowa, to wit:

The west one-half (1/2) of the northwest quarter (1/4) of the southwest quarter (1/4) of section twenty-two (22), township seventy-four (74), north of range forty-four (44), west of the fifth principal meridian, under the government land survey of 1851,

together with all and singular the hereditaments and appurtenances thereunto belonging,

TO HAVE AND TO HOLD the above described premises unto the said William E. Morehouse and to his heirs and assigns.

IN WITNESS WHEREOF, I have hereunto set my hand this 18th day of May, A. D. 1897.

In presence of

The State of Iowa,)
County of Pottawattamie.) ss.

On this 18th day of May, A. D. 1897, before me, a notary public in and for said county and State, personally came the above named Henry C. Baker, who is personally known to me to be the identical person described in and whose name is affixed to the foregoing deed as grantor, and he acknowledged the foregoing instrument to be his voluntary act and deed for the purposes therein stated.

WITNESS my hand and notarial seal the date last above mentioned.

Notary Public.

Petition.

IN THE CIRCUIT COURT OF PEORIA COUNTY, STATE OF ILLINOIS.

William W. Hutchinson,)
Plaintiff,)
vs.)
Henry B. Matthews,)
Defendant.)

P E T I T I O N .

And now comes the plaintiff and for his cause of action says:
1. That on October 18, 1897, the defendant made and delivered to the plaintiff a promissory note for the sum of \$500.00, bearing interest at the rate of 7 per cent. per annum, a copy of which said note is attached to this petition, marked "Exhibit A."
2. That no part of said note has been paid, and there is now due thereon from the defendant to the plaintiff the sum of \$500.00, with interest at the rate of 7 per cent. per annum from October 18, 1897.
WHEREFORE plaintiff prays judgment against the defendant for the sum of \$500.00, with interest and costs of suit.

Attorney for Plaintiff.

State of Illinois,)
County of Peoria.) ss.

William W. Hutchinson, being duly sworn, says he is the plaintiff in the above entitled action; that he knows the contents of the foregoing petition, and believes the statements therein are true.

Subscribed in my presence and sworn to before me this 24th day of August, 1900.

Notary Public.

Decree.

IN THE CIRCUIT COURT OF PEORIA COUNTY, STATE OF ILLINOIS.

William W. Hutchinson,)
Plaintiff,)
vs.)
Henry B. Matthews,)
Defendant.)

D E C R E E .

On this day this cause came on to be heard on the pleadings and the evidence, and the court, being fully advised in the premises, finds that the facts set forth in the petition of plaintiff are true, and that there is now due from said defendant to said plaintiff the sum of \$596.24, with interest from the first day of the present term of court. It is therefore ordered and adjudged by the court that the plaintiff have and recover from the defendant the said sum of \$596.24, with interest as aforesaid, together with costs of suit taxed at \$

Judge.

Affidavit.

IN THE SUPERIOR COURT OF WORCESTER COUNTY, STATE OF MASSACHUSETTS.

Daniel W. Baker and James C.)
Canton, doing business as)
Baker & Company,)
Plaintiffs,)

vs.)

A F F I D A V I T .

The Eastern Consolidated Loan)
& Trust Company, a Corpo-)
ration, Albert F. Beebe,)
and L. V. Crowell, first)
name unknown,)
Defendants.)

State of Massachusetts,)
County of Worcester.) ss.

Alexander M. Allen, being duly sworn, says he is the President of The Eastern Consolidated Loan & Trust Company, a defendant in the above entitled action; that he is personally acquainted with Daniel W. Baker and James C. Canton, plaintiffs above named; that he knows said plaintiffs to be non-residents of the State of Massachusetts and now absent therefrom, both of said plaintiffs residing and doing business in the city and State of New York.

Affiant further says that he believes said plaintiffs do not own any real property in the county of Worcester.

Subscribed in my presence and sworn to before me this 24th day of July, 1900.

Notary Public.

Motion.

IN THE UNITED STATES COURT OF CLAIMS.

INDIAN DEPREDACTIONS.

Theophilus G. Burkley,)
Claimant,)

vs.)

MOTION FOR CONTINUANCE.

The United States and the)
Sioux Tribe of Indians,)
Defendants.)

And now comes the claimant in the above entitled cause and moves the court for a continuance of said cause until the January, 1900, term of said court.

Of Counsel.

Attorneys for Claimant.

Testimony.

CHARLES K. CLAGHORN,
a witness called on behalf of the plaintiff, being first duly
sworn, testified as follows:

DIRECT EXAMINATION.

By Mr. Stockton:

Q. State your name and place of residence.

A. Charles K. Claghorn, and I reside in the city of De-
troit, in the State of Michigan.

Q. Did you ever have any business transaction with the
defendant in this case, Alfred Bates, of Sterling, Illinois?

A. No, sir; not directly.

Q. Did you indirectly, or through an agent?

A. I made the deal through R. E. Otis, as his agent.

Q. What was the deal to which you refer?

A. It was the sale of a 180-acre farm in Barry county,
Michigan, for a 178-acre farm belonging to Bates, in White-
side county, Illinois.

Q. Who owned the tract in Michigan?

Objected to as incompetent, irrelevant, and
immaterial.

Overruled. Defendant excepts.

A. I held the 180 acres under a deed in blank.

Q. The grantee's name in blank?

A. Yes, sir.

Q. What were the terms of the trade you have spoken of?

Defendant objects to the question as incompe-
tent, and asks leave to propound a question to the
witness.

The Court: You may do so.

By Mr. Campbell:

Q. You had never seen Mr. Otis until the transaction,
whatever it may have been, had occurred?

A. I had not.

Testimony---continued.

Q. Were the terms of the transaction evidenced by writing--any letters or anything of that kind?

A. We had some correspondence regarding the matter.

Defendant objects to the witness answering the question propounded by counsel for plaintiff as not the best evidence, it having been shown that the terms of the transaction are evidenced by correspondence between the parties.

Sustained.

By Mr. Stockton:

Q. Have you those letters from Mr. Otis?

A. I have the one that states the terms of the deal.

Q. You may produce it. (Witness produces paper.)

Plaintiff offers in evidence the letter referred to, marked by the reporter Exhibit 1.

Defendant objects to the offer of plaintiff on the ground of incompetency, nothing appearing in the letter to connect the defendant Bates with the transaction.

Overruled. Defendant excepts.

Q. How was the trade made?

A. We simply exchanged papers.

Q. Was any consideration or commission paid to Otis?

A. Not by me.

CROSS-EXAMINATION.

By Mr. Campbell:

Q. What papers did you and Otis exchange?

A. The abstracts of title and the deeds.

Q. Did you sign the deed to the Michigan farm?

A. No, sir.

Q. Who did?

A. I sent the deed with the grantee's name in blank.

(Witness excused.)

